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ABSTRACT

The findings and recommendations of a needs assessment study of Oklahoma libraries are presented, with recommendations focusing on public libraries. (School, academic, and special libraries also participated in this survey.) Included are: (1) the methodology; (2) an historical development of Oklahoma libraries; (3) the essential elements of library service, including objectives for providing service, standards indicating level of service, available resources, and interlibrary cooperation to help meet user needs. An examination of legislation and funding, and organization and establishment of library services by local communities to provide a picture of current library service, and a discussion of the Oklahoma Department of Libraries to determine its support of library development on a statewide basis are also presented. Culminating this report are planning documents providing for future development of libraries, including objectives and programs for meeting user needs. Recommendations are presented throughout this report where they apply. Appendices include questionnaires, and demographic and economic trends in Oklahoma. (Author/MBR)

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FINAL REPORT

A NEEDS ASSESSMENT STUDY OF OKLAHOMA LIBRARIES

to

OKLAHOMA DEPARTMENT OF LIBRARIES

MAY, 1978

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

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EXECUTIVE SUMMARY

This report represents the findings and recommendations of a Needs Assessment Study of Oklahoma libraries. The study was commissioned by the Oklahoma Department of Libraries in May 1977. Battelle's Columbus Laboratories was the successful bidder in the competition to select a contractor to carry out the study. A library Needs Assessment Study is designed to analyze where the needs for improvement and change are in the state; it does not analyze the successes of libraries or library agencies. This report focuses on what needs to be done rather than discussing the past accomplishments. Much good work has been done in Oklahoma to build its libraries, and if it seems that we have glossed over this achievement it is because our job was to concentrate on the needs and to provide valid information for decision-making and progress.

This report represents the analysis of information and data on Oklahoma libraries. It concentrates on the public libraries; however, the school, academic, and special libraries also participated in our survey. The Oklahoma Department of Libraries and Battelle recognize the increasing trend toward interlibrary cooperation. For this reason, we tried to involve as many different types of libraries as possible in the study. We also realized that decision-makers in Oklahoma communities needed to be involved; therefore, we surveyed several hundred community leaders across the state. We collected several thousand pieces of information from these sources and used a computer to help us analyze it. A complete set of the computer printouts is available for inspection at the Oklahoma Department of Libraries.

The top priority issues facing Oklahoma libraries in 1978 are those concerned with

1. Personnel to staff the libraries
2. Funding for libraries
3. Cooperation among all types of libraries
4. Communications among libraries, their communities, and state and local government.

We have concentrated on these issues in our analysis and recommendations. The Oklahoma Department of Libraries did not want platitudes in this report, but an objective analysis of the issues and problems. We believe we have provided such an analysis. This final report reflects critique and comments provided by delegates to the Oklahoma Governor's Conference on Libraries and Information Services held April 30 - May 2, 1978. We appreciate the thoughtful concern of the delegates and their willingness to provide feedback to us.

On behalf of the Battelle Project Team, we would like to thank the many hundreds of individuals in Oklahoma communities who gave of their time to help us collect the information needed for this project. We have enjoyed our work in Oklahoma and appreciate the friendly welcome you gave us.

Beverly A. Rawles
Arthur E. Smith
Michael B. Wessells
Dorothy M. Sinclair,
Lead Consultant

INTRODUCTION

Background of the Study

This study is the result of the planning efforts of many librarians and library trustees in Oklahoma. They recognized the necessity of assessing the needs of Oklahomans for library and information services in the late '70's and for determining what resources will be necessary if these needs are to be met during the coming decade.

Oklahoma libraries are at a crossroads seeking direction for the future. Many people are concerned that this direction not be aimless, but rather that it be based upon facts concerning real needs of the State. Thus, in May, 1977, the Oklahoma Department of Libraries launched a Needs Assessment Study of Oklahoma libraries. This report is the culmination of that study.

Objectives of the Study

The primary objectives of this study were to determine the effectiveness of libraries in the state of Oklahoma in meeting user needs and to identify directions for library development for the future decade. The major focus of the study was public libraries in Oklahoma, although many academic, school, and special libraries participated in the survey of needs. The objectives of the study have been met and are described in detail in this report.

Acknowledgements

The Battelle Study Team gratefully acknowledges the help supplied by hundreds of librarians, library trustees, government officials, and community leaders in Oklahoma in providing to us information and ideas, for defining the problems and needs of their communities, and by offering their carefully considered suggestions on how solutions to the problems might be approached. Without their help, this work would not have been nearly as comprehensive or complete. We are particularly grateful for the advice and help of the Project Advisory Committee which has given freely of its time

to read and critique the work.

Battelle's Philosophy for the Study

Battelle's basic philosophy of providing our clients with a product that will be both useful and timely governed our operations and performance in this study. We have been willing to maintain a flexibility in our operation that would permit us to change direction when it was necessary and to include tasks which were not planned in our proposal, but which would strengthen the overall project. By the same token we were able to delete previously planned tasks that proved to have no value to the project.

Battelle's experience in studying libraries in other states and awareness of the critical issues facing the library world today, made us particularly sensitive to the problems and needs of Oklahoma libraries. Our primary concern which ran throughout the study was how the local user of libraries could benefit most from improved service, and the ways and means of providing that service.

We at Battelle recognize that public services, such as libraries, are costly and that local governments are faced with very serious needs for more money to pay for these services. We have developed recommendations which we believe will enable decision makers to make the best use of the scarce dollars they have available for library service. Nowhere in this project do we advocate expenditures of funds for any service that is not needed by the people of Oklahoma. We have been concerned wholly with Oklahoma library needs and have not compared the level and quality of services or the funding levels with those of other states. We believe such comparisons have little meaning for those who must plan for the future development of Oklahoma libraries based upon Oklahoma's available resources and real world constraints.

This report reflects our consultation with many library leaders from other parts of the country. We wanted to be certain that we had not overlooked possible solutions to problems that had been tried elsewhere, and to evaluate their applicability to conditions in Oklahoma. As a consequence, we have brought some of the best thinking available to bear on Oklahoma's library problems.

It was our constant concern that we maintain the highest level of objectivity in identifying and evaluating library conditions in Oklahoma. We contacted hundreds of people for information and then stood back and took a fresh look at what we had seen and heard. We have no vested interest in Oklahoma libraries. We have tried to eliminate bias and prejudgement throughout our work. This report represents our best efforts to assess the needs of Oklahoma libraries and recommend the optimum action required to meet those needs.

Organization of the Report

This report was prepared by the Battelle Study Team in response to a plan of work approved by the Oklahoma Department of Libraries and the Project Advisory Committee composed of librarians from all types of libraries in Oklahoma. The major components of the plan of work were:

- Review and evaluate Oklahoma libraries and library users' needs
    a) Collect information on library service needs from librarians, library trustees, government officials, and community leaders
    b) Evaluate the information to determine specific needs of libraries if they are to become more effective in providing services during the coming decade
    c) Develop recommendations through which the needs can be met.
- Provide guidelines for library development in Oklahoma, 1978-1987
    a) Develop a 10-year plan for library development, 1978-1987
    b) Develop ten 1-year plans for 1978-1987.

This report, therefore, is organized in such a way that the reader is led through the methodology by which we performed the Needs Assessment Study of Oklahoma Libraries.

We have included a chapter on the historical development of Oklahoma libraries to set the stage for future development. This chapter gives the reader an idea of the progress that has been made to date to provide modern library service to Oklahoma.

The report proceeds through the examination of the essential elements of library service as it exists in Oklahoma including the objectives libraries have for providing service, the standards which indicate the level of service, resources available for providing services, and how resources can be shared through cooperation to meet the needs of all Oklahomans for quality library service. The Project Advisory Committee felt that a formal user survey was not necessary since recent library user surveys are available and are applicable to Oklahoma.

The next section of the report examines how library service is currently provided in Oklahoma. This includes the legislation that makes it possible, how it is funded, and how the libraries are established and organized by the local communities. The role of the Oklahoma Department of Libraries was examined to determine how it supports and encourages library development on a statewide basis.

Finally, the report culminates in the planning documents. These plans serve as blueprints to provide direction to the future development of Oklahoma libraries. They establish objectives and identify programs for meeting user needs. Planning documents state what should be done and in what sequence so that one action builds on the next. These plans define a strategy for Oklahoma and provide a base for future study and action. It must be pointed out, however, that it will be the librarians and the leaders of the communities working together who must turn these strategic plans into operational plans and implement them.

Throughout this report we have presented the information we collected during the study. This was done to avoid the need for tedious consulting of appendices while reading the report. The recommendations are also presented in the body of the report where they apply. This format gives the reader our analysis, the information which supports the analysis, and the recommendations for each area of study all at one time, and in one place in the report. Questions from the survey questionnaires (See Appendix A) are keyed by number in the margin of the report for easy referral. The abbreviations and their meanings are as follows:

PQ = Public Library Questionnaire
AQ = Academic Library Questionnaire
SQ = School Library Questionnaire
CLQ = Community Leader Questionnaire

METHODOLOGY

To help the reader understand what work had to be done if valid recommendations were to be made, we are describing the methods we used to conduct the study. We will present in the following pages the major elements of our methodology. We did not repackage what we had learned in other states we have studied, nor did we have any preconceived attitude toward Oklahoma's library situation. This methodology was designed specifically for the Needs Assessment Study of Oklahoma Libraries. The major components were:

- Scope and objectives
- Approach
- Data Collection
- Data Analysis and Recommendations

Scope and Objectives

Changes of all kinds have come to Oklahoma including increased industrial development, population shifts, increase in the educational level of the people, and rising costs and inflation. These changes affect all public services which must be provided to maintain the health and growth of a state. Libraries provide one of these services.

One of the primary objectives of the Oklahoma Department of Libraries in commissioning this study was to determine the effectiveness of libraries in meeting the needs of users and to learn what was needed in the way of resources and manpower to meet the needs of the coming decade. The governing belief was that Oklahoma could marshal its resources to develop library service rather than to merely cope with the problems and changes confronting libraries. The scope and objectives of this study were then designed to meet this objective.

The scope of work included the following tasks:

1. Needs assessment of public libraries and library users
2. Evaluation of public library development to date
3. Definition of public library objectives
4. Evaluation of public library programs
5. Study of Oklahoma library laws and funding
6. Analysis of interlibrary cooperation in Oklahoma
7. Evaluation of Oklahoma public library systems concept.

The objectives of the study were:

1. To provide decision makers in Oklahoma with the best assessment of needs we could develop and the recommendations best suited to Oklahoma library development.
2. To use the survey of all types of libraries as a means to bring an awareness to Oklahoma librarians and library trustees about the problem areas facing them as a state and to stimulate their thinking about solutions to these problems.

Approach

The approach to the Needs Assessment Study of Oklahoma libraries followed closely the plan of work described in our original proposal.

Information Collection

At the outset we recognized a need for a large information collection effort that would provide us with facts, insights, and understanding of Oklahoma libraries and librarianship. To achieve this, we did several things:

- Reviewed the literature concerning libraries, population, economy, legislation, and funding of public services in Oklahoma. At the same time, we reviewed the literature on cooperation and networking as it is developing in other states.
- We designed survey questionnaires for the various audiences we needed to query for information about libraries in Oklahoma. These were the following along with the numbers of questionnaires we sent, and the percent of responses:

	N	Percent
Public library questionnaires	144	63
School library questionnaires	121	50
Academic library questionnaires	47	79
Special library questionnaires	28	61
*Community leader questionnaires	720	48
County Commissioner questionnaires	110	28
System Satisfaction questionnaires	48	63

- We held 16 miniconferences in Oklahoma with librarians, library trustees, and representatives of the community. At this time we invited them to discuss the unique problems facing their communities in general and their libraries in particular. Approximately 150 people participated

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* We defined community leader to include elected officials, planners, leaders in business and industry, the professions, and civic and social organizations.

in these small conferences. It was an opportunity for the librarians to gain visibility and to involve community leaders in the study.

- We interviewed approximately 185 individuals in Oklahoma of whom about half were librarians, and half were board members, community leaders, and government officials.
- Team members spent a total of 50 days in Oklahoma traveling nearly 6,000 miles to visit communities and observe local situations. We visited a total of 75 libraries.

Communications

We knew the importance of communications with the Oklahoma Department of Libraries, its Board, the Project Advisory Committee, and various groups and associations. To this end we did the following:

- We were in frequent communications with the Project Officer by telephone. We visited the Oklahoma Department of Libraries a total of 10 times, and the Project Officer visited Battelle once.
- We met with the Project Advisory Committee twice and asked them to review our progress via monthly written reports.
- We met with the Oklahoma Department of Libraries' Board to give them a progress report at the midpoint of the study.
- We met with the Planning Committee of the Oklahoma Governor's Conference on Libraries and Information Services. We prepared a report used at this conference which highlighted the issues and problems of Oklahoma libraries.
- We met with the Chairman and other members of the Oklahoma Network Advisory Council.
- We met with the Oklahoma County Commissioners to present to them an overview of libraries in Oklahoma.
- We met with the Oklahoma Chapter of the Special Libraries Association to describe the Needs Assessment Study to them.

- We interviewed 14 experts in library networking, state library agencies, community analysis, and library systems at the Midwinter Conference of the American Library Association to get their views on how these areas might affect library service in Oklahoma.
- We worked closely with Oklahoma Department of Libraries' staff on a special rural delivery problem providing assistance in planning and data analysis, and visiting the site to discuss the problem with the particular library director.

Data Analysis

We realized the importance of learning all we could about Oklahoma and the libraries from the data we had collected. To achieve maximum value from this information we did the following:

- Prepared a summary report on the population and economic situation of Oklahoma which was used to provide background and understanding to the Study Team. We have included this report hoping librarians will find it useful in planning.
- We used computer programs to summarize and compare the statistics derived from the compilation of information from the surveys of libraries and community leaders. These included:
    1) Statistical Package for the Social Sciences for general data analysis and comparisons.
    2) Battelle's School-Community Climate Survey for deriving an index of satisfaction with library systems.

Consultants

We utilized consultants to supplement the expertise on our own staff.

- Dr. Dorothy M. Sinclair, Professor of Library Science, Case Western University, Cleveland, Ohio
- Dr. Edward Holley, Dean, School of Library Science, University of North Carolina, Chapel Hill, North Carolina
- Mr. William DeJohn, Director, Pacific Northwest Bibliographic Center, University of Washington, Seattle, Washington.

Reporting

We reported our findings in several ways:

- Monthly highlight reports were provided to the Project Officer and the Project Advisory Committee describing activities and future plans.
- A status report at midpoint was presented to the Board of the Oklahoma Department of Libraries.
- A highlight report on critical issues and problems facing Oklahoma libraries was prepared for use by the delegates to the Oklahoma Governor's Conference on Libraries and Information Services.
- A draft of the final report on the project was prepared in advance so the delegates to the Governor's Conference on Libraries and Information Services might have an opportunity to examine it and make suggestions for its improvement. We received valuable critique and feedback from a number of the conference delegates.

Problems

We had some problems which we feel we should share with others who may want to undertake similar studies. These were:

- We felt we could utilize a survey team that had no training in librarianship. This did not work well so we taught survey techniques to librarians and believe we got excellent results.

- We recognized some gaps in our expertise during the study. To solve this problem, we employed consultants as the need was identified. We believe this approach has merit since we were able to tailor the special expertise precisely to the problem. It also enabled us to receive the advice of the Project Officer on the choice of consultants.
- We could not convince some libraries that their questionnaires were important to this study. This was particularly true of public libraries. We used telephone follow-up but succeeded in getting only 63 percent of all public libraries to respond. We do not view this level of return as a problem because we had statistical data on all libraries furnished by the Oklahoma Department of Libraries.

HISTORICAL DEVELOPMENT

Library service became a topic of concern to Oklahomans as soon as the territory was opened for settlement. The first Territorial Legislature, in 1890, authorized first class cities (those with a population of 2500 or more) to maintain public libraries or reading rooms at city expense, though few did so. At the same time, a Territorial Library was created. By an 1893 statute, the Territorial Library was named the Oklahoma Library and located in the Territorial capital.

The 1890's saw the creation of numerous women's clubs throughout Oklahoma. These clubs were the moving force in creating libraries in cities and towns across the territory. Over 77 libraries owe their existence to the dedication and perseverence of these ladies.

Slowly the Territorial Legislature moved to ensure library service for Oklahomans. In 1899, district school boards were directed to provide library funds for the purchase of books and materials. Four years later, city schools were authorized to appropriate two mills for the library fund.

In the meantime, the proliferation of city libraries under the aegis of women's clubs moved the Territorial Legislative Assembly to create the first true public libraries in 1901. City councils in cities with a minimum population of 5,000 were authorized to establish libraries and appropriate a one mill tax for their support, a ceiling raised to two mills in 1903. Existing libraries were transferred to the cities and enjoyed tax support. Guthrie established the first public library in 1901, followed within a month by Oklahoma City, and by El Reno and Chickasha in the succeeding two years.

Statehood in 1907 changed the Territorial Library to the State Library of Oklahoma. Within three years the library moved with State Government from Guthrie to the new capital, Oklahoma City. A depository of Federal documents since 1893, the library was designated as depository for state agency documents in 1913.

Concurrent with the development of the centralized State Library was the development of service to yet unserved Oklahomans. The year of statehood saw the organization of the Oklahoma Library Association in a meeting of public, school, and academic librarians, and club women. In addition to establishing free libraries in cities and encouraging their evolution into tax supported public libraries, the Oklahoma Federation of Women's Clubs had operated a traveling library since 1901 to provide books to rural areas of the state. After a decade of effort by club women and the new library association, the Oklahoma Library Commission was created in 1919, charged with expanding library service to rural areas, raising standards of libraries and reading, and providing library instruction. One of the earliest concerns of the new Commission was to provide a legal and financial base for library service to Oklahoma county residents. Another decade of effort was rewarded in the County Library Act of 1929, authorizing the establishment of county libraries or the contracting for county service with city libraries. Counties were enabled to appropriate 1/2 mill from ad valorem taxes to support county library service. Garfield County, which had maintained a county library since 1920, hastened to take advantage of the act, but county library development was effectively stifled by the onset of the depression and the passage of a constitutional amendment in 1933 setting a 15 mill ceiling on ad valorem taxes. After funding mandated services, counties had no money left for libraries. County library service had to wait twenty years to regain the impetus lost in the thirties.

By the mid-fifties, a new approach to county service became feasible. In 1953, the Oklahoma Library Commission became the Library Extension Division of the State Library. Together with the Oklahoma Library Association and the University of Oklahoma School of Library Science, the strengthened State Library studied the problem of service to county residents. The solution suggested was a combination of counties to provide library services funded by the 1/2 mill county levy. In 1955, the Multi-County System Act permitted counties to combine to provide library service. The next year, the Library Services Act, passed by the U.S. Congress, allowed Federal money to be channeled into the development of multi-county libraries. In 1957, Osage and Pawnee counties signed the first multi-county contract, followed by McClain, Cleveland,

and Garvin counties. The programs still depended upon the willingness of county commissioners to finance multi-county systems once Federal support was withdrawn. Despite overwhelming support for the system by county residents, county governments in Osage and Pawnee counties refused to continue the arrangement. Some method of finance more responsive to the citizenry was necessary. In 1960, an amendment to the Oklahoma Constitution permitted the citizens of a county to vote a millage from one to two mills to support a multi-county library system. A 1976 amendment raised the millage maximum to four mills.

Six multi-county systems and two city-county systems, Tulsa and Oklahoma City, have been formed in accordance with this legislation.

In 1967, the state legislature passed the present Oklahoma Library Code, replacing a patchwork quilt of library legislation dating as far back as 1901 with a new codification. The operation of multi-county and metropolitan city-county libraries was carefully defined. The Oklahoma Department of Libraries was created, incorporating the State Library, and carrying responsibility for library development throughout Oklahoma.

The past three quarters of a century have made abundantly clear the importance of quality library service to Oklahoma citizens.

LIBRARY SERVICE IN OKLAHOMA

Objectives and Standards of Oklahoma Libraries

One of the primary objectives of the Needs Assessment Study of Oklahoma libraries was to determine the effectiveness of libraries in the state in meeting user needs. The needs of users for library and information services should be the criterion on which libraries develop their plans and goals for services. How then can libraries discover these needs? Every library must go out into its community and find out what the users need--must study the community and determine from the people what is needed. During the past year, many Oklahoma librarians have learned how to conduct community needs analysis and many more will do so in the future. The American Library Association is engaged in a study of community needs as one basis for developing standards[1] of library service for the future. A second basis is the standards of service required by the Oklahoma Library Code.[2]

Library service objectives, therefore, should be based on:

(a) Community needs analysis and study
(b) Standards of library service established by the State of Oklahoma through the Oklahoma Department of Libraries and the Oklahoma Library Association.

NEED: Oklahoma libraries need written objectives based upon community analysis and accepted State Standards of library service.

During the Needs Assessment Study it was learned that few libraries have written objectives. Only 15 (43 percent) of the systems libraries and 26 (28 percent) of non-systems libraries reported that they have written objectives. Of these, the basis for the objectives was as follows: PQ 73 PQ 74

Basis for Objectives	% Using
American Library Association Standards	33
Oklahoma Public Libraries Goals for '75	32
Community analysis	33
	98

By their nature, ALA Standards and Oklahoma Goals provide guidelines to the libraries on such things as collection size, hours open, qualifications of librarians and kinds of services which libraries might offer. These guidelines cannot stand alone as the basis for providing library service in any community. In addition, the needs of each community for specific services must be determined and combined with the judgement of librarians who are planning library service and setting objectives.

RECOMMENDATION: All Oklahoma libraries, assisted by the Oklahoma Department of Libraries, should develop objectives for library service which fit their community's needs. They should be guided by the Oklahoma Public Libraries Goals for '75.

The results of the Needs Assessment Study showed that only 10 percent of
PQ 74 the libraries reported that objectives for their libraries were formulated
PQ 81-84 or reviewed by anyone outside the Library Board, Library Director, or the Library Staff. Although a number of libraries reported doing a needs analysis of their community, they did not involve people from the community in planning library services. Oklahoma librarians were asked how they measured
PQ 86-91 progress toward their objectives. The following replies were received:

How Progress is Measured	Percent
• Compilation of relevant statistics	23
• Periodic User Studies/questionnaire surveys	11
• Formal evaluation sessions between director and staff and/or board	25
• Request evaluation by outside consultants	3
• Progress not measured by any formal method	29
• No response	9
	100

This tells us that 38 percent either made no attempt to evaluate their progress or did not answer the question.

RECOMMENDATION: Oklahoma librarians should be encouraged and assisted by the Oklahoma Department of Libraries in developing evaluation techniques to measure their progress toward objectives

Of the 23 percent of the libraries that conducted community needs assessment, only 11 percent were able to meet the needs which they identified. The explanation of this inability to meet specialized needs lies in the low level of funding of Oklahoma libraries and the need for trained, professional librarians in the state. As a result, libraries feel they must concentrate on general needs such as: PQ 92 PQ 93

- Delivery systems, including bookmobiles, for providing library materials to the public
- Access to information by the general public by purchases of material and maintaining high levels of hours open. The survey showed that 60 percent of the libraries are open more than 30 hours/week.

There simply is not enough skilled manpower or money to provide a wide variety of services in much of the state. The systems libraries are better able to meet the information needs of their communities than the non-systems, but many of them also are under-staffed and have budget problems.

Most librarians seem not to understand the need for standards for library service, and do not respond to questions concerning them. Standards are important and serve as useful guidelines for providing quality library services.

The Oklahoma Library Code assigns the responsibility for the development of standards to the Board of the Oklahoma Department of Libraries. To fulfill this mandate, the Board formed a committee of staff members of ODL and the Oklahoma Library Association. Oklahoma Public Libraries Goals for '75 is the result of this committee's work.

RECOMMENDATION: Oklahoma Public Libraries Goals for '75 should be revised and updated.

The need for standards or guidelines applies to other types of libraries as well as public libraries. Guidelines are available for school libraries[3] and academic libraries[4] and both types of libraries have benefitted from recent studies by the Department of Education and the State Board of Regents for Higher Education, respectively.[5] There is a need for close attention to libraries in Oklahoma correctional institutions. The American Correctional Association and the American Library Association, through its Health and Rehabilitative Library Service Division, have issued national guidelines for jails and juvenile correctional institutions[6] and are presently near completion of standards for adult correctional institutions. Oklahoma correctional libraries have been recently studied[7] and the state should use the study to develop standards and guidelines for institutional libraries as was recently resolved by the Oklahoma Governor's Conference on Libraries. Correctional institutions and other rehabilitative library service points need professionally trained and dedicated staff for the proper performance of their function.

RECOMMENDATION: The Oklahoma Department of Corrections, with the aid and advice of the Oklahoma Library Association and the Oklahoma Department of Libraries, should develop standards for library service in correctional institutions in Oklahoma.

REFERENCES

1. ALA, Public Library Association. *Process of Standards Development for Community Library Service*, Chicago, ALA, in process.

2. 65 O.S. 1971, Section 2-106.

3. *Guidelines for Library Media Programs in Oklahoma*. Library Media Committee, Library and Learning Resources Section, Oklahoma State Department of Education, 1977.

4. *Standards for College Libraries* (1975) and *Guidelines for Two-Year College Learning Resources Programs* (1972), Association of College and Research Libraries, American Library Association. Standards are presently being formulated by the Association of Research Libraries. To date, state standards for Oklahoma academic libraries have not been adopted.

5. *Report of the Status of Library Media Programs in Oklahoma*. Library and Learning Resources Section, Oklahoma State Department of Education, 1978.
   Oklahoma Higher Education Library Study, Oklahoma State Regents for Higher Education, 1976.

6. *Jails Need Libraries Too! Guidelines for Library Service Programs to Jails* and *Library Standards for Juvenile Correctional Institutions*. American Correctional Association and American Library Association, Health and Rehabilitative Library Services Division.

7. *Library Services in Selected Oklahoma Institutions*, Monitoring Team, Oklahoma Correctional Institutions. Draft Report, March 1978.

Resources for Oklahoma Public Library Service

Library service is the process of bringing together a user and the resources that will meet his needs. User needs are treated elsewhere in this report. Library resources consist of the library staff, equipment to facilitate use, and materials.

Staffing and Staffing Levels

The 93 libraries that listed the number of employees in their annual report accounted for a total full time equivalent (FTE) staff of 521.3, an average of 5.6 per library. As may be expected, library systems account for a large percentage of the staff. The eight systems employ a total FTE staff of 324.9 or 40.6 per system. Non-system libraries report a total FTE of 196.5 or 2.3 per library. Of the non-system libraries, total FTE staff are distributed as follows:

FTE Staff	Number of Libraries	Percent of Libraries
Less than 1	31	36
1-2	23	27
2-5	20	24
5-10	7	8
More than 10	4	5
	85	100

Only 39 percent of the non-system libraries meet the ratio of staff to population served set by Oklahoma Public Libraries Goals for '75. None of the systems meet this goal, although two come within five percent.

NEED: Oklahoma libraries need to recruit more individuals to library staffs throughout the state.

It may not be feasible to add to library staffs in many cases. Fifty percent of reporting libraries have less than $8,000 for all expenditures. PQ340 Fifty-four percent of reporting libraries have less than $5,000 for the salaries budget. PQ341 Many libraries must depend heavily on volunteer workers.

It becomes increasingly important that these staff members acquire the knowledge and job training that will enable Oklahoma to gain the highest quality service from the library staffs available.

In many interviews and questionnaire replies, librarians indicate a desire to gain more knowledge about their jobs.

NEED: Oklahoma needs to continue and expand its program of continuing education for librarians.

The Oklahoma Department of Libraries is to be commended for its quality service and dedication to continuing education for librarianship in Oklahoma. The ODL staff should continue to give close attention to how the continuing education program should develop in the areas of (1) what is offered and (2) where it is offered.

Many librarians are interested in special programs and conferences on general topics, but the need expressed in interviews with rural librarians in Oklahoma is for the very basic practical knowledge, such as accounting and budgeting procedures, basic reference and selection, and the like. Continuing education efforts must strongly focus on these basic areas and prepare library staff members to carry out their roles more effectively.

Often the very librarians who need this instruction are those least able to take advantage of it. Less than half of the non-system libraries reporting, for example, allow time off for library conferences, library science courses, or ODL continuing education courses. Still fewer pay for them. In the cases of libraries with a single staff member, that librarian's presence at a continuing education activity effectively closes the library. ODL should work to decentralize continuing education activities as much as possible to make it easier for librarians in remote areas of Oklahoma to gain the training they need. The two-way television courses for library technical assistance currently offered to 140 library staff members in 60 communities over a network maintained by the Regents of Higher Education is a good example of how this might be done. PQ141-156

In addition, ODL should work to develop local resources for continuing education. Several academic librarians in different areas of the state were very interested in providing a staff member on a temporary basis to visit small public libraries in neighboring areas to offer basic instruction in librarianship. Continuing education and shared staff arrangements may be examples of interlibrary cooperation that will enable the best utilization of staff resources in Oklahoma.

RECOMMENDATION: ODL should expand its continuing education effort to utilize all available resources and focus on the needs for learning of all areas and librarians in the state.

While the general question of professional librarians is treated under "Personnel" in the sections of this report on systems and non-systems libraries, it may be useful to consider them as a separate group in investigating the geographical distribution of library staffs in Oklahoma. Reports from 98 libraries give the following tables:

	Oklahoma Area	Number with No Fulltime Professionals	Libraries with One Fulltime Professional	Libraries with More Than One Fulltime Prof.
	Central	9	2	2
PQ328	Northeast	26	5	3
PQ359	Northwest	20	0	0
	Southeast	12	2	0
	Southwest	13	2	2

Thirty-one percent of the libraries in the central region had at least one fulltime professional librarian; 24 percent of those were in the northeast and southwest; only 14 percent of those were in the southeast; and none were in the northwest. As may be expected, the larger libraries in terms of staff follow a similar pattern. In the central region, 31 percent had a staff of six or more librarians; in the northeast, 26 percent; in the southwest 17 percent; in the northwest, 11 percent; but in the southeast, 42 percent of the libraries report a staff of six or more.

It becomes clear that the need for professional staff is heaviest in the northwestern area of the state. This becomes understandable when it is realized that 63 percent of the reporting libraries in the northwest receive less than $5,000 in total revenue.

Equipment

Libraries make use of equipment in two ways: as a service to users as in the case of audio-visual (A-V), and to facilitate the mechanics of library operation as in the case of automation. A-V has always been a favorite service of librarians throughout the country. Oklahoma librarians, when asked to list what service they would most like to provide if they had the money, listed A-V 21 times, more than twice the number of any other service. Only 33 libraries, however, including all eight systems, have expended money for A-V materials. For eight libraries (24 percent) this expenditure was $100 or less. For 20 libraries (61 percent) the expenditure was less than $1000.

In addition to library-held equipment and materials, the Oklahoma Department of Libraries maintains a film collection. The ODL Director is suggesting to the ODL Board a plan for gradual implementation of free film service to all public libraries. Such a policy, if adopted, will enable many libraries to improve their services.

Automation

Only 18 libraries report having any automated, or computer-based, services, though more libraries see the value of automation in certain service areas.

Service Area	Have Automated	Automation would Improve	
Cataloging	7*	21	PQ51-56
Circulation	4	17	PQ61-65
Acquisition	1	14	
Reference	2	19	
Bibliographic Searching	6	-	

*Although 10 libraries report having an OCLC terminal, and, hence, the capability for automated cataloging. PQ242

It is obvious that a number of libraries see the value of automation yet have not implemented it. When asked to list obstacles to increased automation, librarians listed the following factors:

Obstacles to Automation

PQ66-71

Factor	Number of Libraries Citing this Factor
Cost	41
Lack of Need	18
Lack of Knowledge	17
Trustee attitude	13
Staff attitude	7
Total	96

The lack of funds clearly outweighs other factors. Since automation requires a heavy capital outlay, and library financial resources are limited, libraries should be very careful to set priorities for funding and invest in automation only when the volume of increased service justifies the cost.

Materials

The primary resource of a library is the availability of materials for use. These may include books and periodicals, the mainstays of libraries since their inception, or films, toys, pets, paintings, puzzles, dolls, tools, and other resources libraries may see fit to provide. The primary emphasis in this section is on books and periodicals (films were treated in the section above).

Oklahoma libraries vary in the amount of materials held. For reporting libraries the following table gives the number of volumes currently held:

PQ349

Volumes held (in thousands)	Number of Libraries	Percent of Libraries
0-10	36	39
10-20	16	17
20-40	20	22
40-60	10	11
60-100	2	2
100-200	5	6
More than 200	3	3
Total	92	100

It will be seen that more than half the libraries reporting held less than 20,000 volumes. Only eight libraries (9 percent), own more than 100,000 volumes. Of these eight, five are in northeast or central Oklahoma. This percentage increases when academic libraries, the largest of which are in northeast and central Oklahoma, are taken into consideration. On the other hand, northwest Oklahoma reports only two libraries holding more than 50,000 volumes.

This geographic disparity can be rectified to some extent by interlibrary loan or by the patron with a need traveling to the area where that need can be met. Either alternative requires a knowledge of where he might find the resources he needs. While the general question of union catalogs is treated in this report under cooperation, certain specialized union catalogs could serve as resources for the state.

Many Oklahoma libraries have special collections, of which they are justly proud. Examples, among many, are the doll collection at Ardmore, the local history collection at El Reno, the Marquis James Room at Enid, and the religion collection at Oral Roberts University. Some libraries may even house museums, as at Bartlesville. These special resources, and others at special, institutional, or other less immediately accessible libraries, should be made known to citizens and other librarians of Oklahoma.

RECOMMENDATION: The Oklahoma Library Association should issue an annotated list of special collections and resources held by Oklahoma libraries.

The OTIS interlibrary loan system is now set up primarily for monographic loans. Periodicals are not a major collection item at ODL. Consequently Oklahoma libraries need a tool that will enable them to gain access to needed serial items.

RECOMMENDATION: The Oklahoma Union List of Serials should be placed at all transmission sites and other resource libraries in order to give efficient access to serials in Oklahoma libraries.

The most expensive and complex resource libraries generally maintain, and the one most difficult to effectively use, is the reference collection. The major resource libraries can afford to maintain, build, and adequately staff a reference collection that can serve the needs of many Oklahomans beyond the resource library's service boundary. These major resource libraries are located fairly closely together in the central and northeast sectors of the state.

RECOMMENDATION: A statewide information/reference program should be set up using the Metropolitan Library System, the Tulsa City-County Library System, and ODL. A revised standard reference form should be established statewide for use by local libraries and transmission sites for reference referral. The computer data base search capabilities of ODL should be fully utilized when required.

Research

The single greatest resource is knowledge. The importance of the capability for research and the development of services as resources for the state should not be underestimated. The Oklahoma Department of Libraries can utilize its Office of Planning and Research to bring into focus many of the problems identified in this report and elsewhere in the state. Students in Library Science programs at universities across the state can utilize the complex problems that ODL might bring to their attention for thesis research. This practical experience can only be to their professional benefit as well as that of Oklahoma.

RECOMMENDATION: The planning and research area of ODL should be strengthened and expanded to handle definition and solution of library problems in Oklahoma. Library Science students across the state should be made aware of library problems in Oklahoma that might benefit from their attention.

Facilities

Librarians are justly concerned about the adequacy of the facilities housing their collections. When asked to list their most pressing needs, seven libraries (14 percent of the respondents) listed a new building. In listing services or improvements they would institute if they had the money, 10 libraries (18 percent) listed additional space, second only to A-V services.

Of the libraries reporting, only a small percentage meet the standards for shelving and total floor space set by the Oklahoma Public Libraries Goals for '75. The figures are summarized in the following table:

Goal	Libraries Meeting the Standard	Libraries Not Meeting the Standard	% Meeting Standard
Shelving	14	65	18
Total Floor Space	19	64	23

It is clear that many libraries in Oklahoma require additional space to give quality service to library users.

RECOMMENDATION: ODL consultants should continue to educate librarians across the state in efficient uses of available space as libraries work to gain the funding necessary to build additional library facilities.

Users of Oklahoma's Libraries

Battelle was not commissioned to perform a general user survey in Oklahoma. It was felt that a general survey would reveal nothing new that other surveys had not revealed, and that Oklahoma users could be characterized as similar to the users depicted in other studies. We believe, however, that within this section it is important to report one specific area of interest related to Oklahoma users: the results of our survey of community leaders in Oklahoma, and our experience with mini-conferences.

Community Leaders Survey

We asked librarians who received a copy of the public library questionnaire to distribute a specially designed questionnaire to five influential members of their community. This "community leader" questionnaire sought to discover attitudes and library use habits of key lay people in the community. It is important to realize that these were respondents hand picked by the librarians and in no way represent a cross-section of Oklahoma citizenry. Three hundred and fifty-nine responses were collected.

CLQ2 Sixty-seven percent of those responding said they used the library frequently while only 2.2 percent reported never using the library. Aware-
CLQ3 ness of the public library was achieved by a number of means ranked below:

Awareness of the Public Library	Number of Respondents	Percent
Library staff contact	304	84.7
Personal use	275	76.6
Media	161	44.8
Citizen contact	141	39.3
Annual reports	74	20.6

CLQ10 Most (92 percent) believed the library was available to all, while only seven percent felt it was available only to those near the library. We have stressed this point in relation to the extent of the library's responsibility in physically delivering materials to people who are in outlying areas. A recent Gallup study further emphasizes this point: "Distance from the library does not seem to be an inhibiting factor. The average non-user lives 2.4

miles away. Relatedly, only 6 percent said they would definitely use the library more if it were closer."[1]

Where does the library fit in the picture of total community services? The community leaders were asked to rank several services in order of importance. CLQ14

Importance of Services

		First Place Votes	Second Place Votes
1	Parks and Recreation	133	101
2	Library Service	87	101
3	Industry Attraction	77	49
4	Urban Renewal	34	67
5	Museum	3	35

While library service ranks high overall, it is interesting to note that 22 percent (72) ranked it either last or next to last. In another question, however, 58 percent said the library was undervalued in relation to other city-county services.

Sixty-six percent of the community leaders reported the library as an incentive to industry location. However, this is not to say that they view the public library's service goal to industry as providing technical information. Recreation is clearly the service goal of the library most often expressed by the respondents. Of the services most likely to be used, recreation accounted for over half the responses.

Public Library CLQ19

Services Most Likely Used	Number of Respondents
Recreation	151
Reference	63
Children Service	37
Job-related books	35

Respondents' use patterns of the public library correspond with their perceptions of the role of the public library as expressed below:

CLQ14-18

Primary Role of the Public Library	Number of Respondents
Recreational Reading	108
Information	37
Children's Services	29
Public Forum	4

These findings agree with those of the Gallup study, The Role of Libraries in America. "The public tends to think of libraries primarily as book lending institutions - -" and the majority (82 percent) read for their own enjoyment. Only slightly less than 1 in 5 respondents used the library to solve a problem.[2]

We have stressed this point in several places in this report because it is crucial to the development of programs and the application of realistic service standards.

Mini-Conferences

We held 16 mini-conferences in different Oklahoma communities in which key lay people participated. These individuals were invited to tell us about their communities' problems and their views on the public library, its role in the community, and its problems. Over 150 people participated in these conferences. Most of them were library users. We felt we gained valuable insights and perceptions of public library needs and their expectations for their libraries in the future.

REFERENCE

1. The Role of Libraries in America, The Gallup Organization, Inc. for the Chief Officers of State Library Agencies, 1976, p. 13.

2. Ibid., pp. 9, 25, 7.

ORGANIZATION AND GOVERNANCE

Legislation for Public Libraries

The Needs Assessment Study included a special study of library legislation in Oklahoma. The purpose of the study was to determine how well current legislation enabled the cities, counties, and the towns to provide the library service needed by the people, and whether any new or amended legislation is needed to meet their library needs of the next decade.

The Oklahoma Library Code is effective library legislation. In our study of it and in relating our recommendations to it, we found very few instances in which there was no provision in the code for the kinds of activities we considered important to the future development of Oklahoma libraries.

We identified three areas in which we think legislation is needed:

1) Networking
2) New multitype library cooperative arrangements
3) Minimum standards for non-systems libraries.

Networking

The coming decade will bring a new focus on interlibrary networks in the U.S. Oklahoma will be a participant in a national network. We believe that legislation may be needed to establish the Oklahoma Department of Libraries as coordinator of the Oklahoma Network and to enable it to dispense funds for development of a network that links with other state networks.

It is our thinking that the Interstate Library Compact of the Oklahoma Library Code does not specifically address the concept of networking. The national library network is just in the formative stage so the code predates it, and, therefore, does not provide for Oklahoma's participation in it.

We believe the Oklahoma Department of Libraries is the logical state agency to coordinate network development in Oklahoma.

RECOMMENDATION: The Oklahoma Library Code should be amended to designate the Oklahoma Department of Libraries as the coordinator of Oklahoma Network development.

New Multitype Library Cooperative Arrangements

During the coming decade, libraries will engage extensively in the sharing of their resources. Oklahoma librarians favor resource-sharing and believe it is necessary and important. It is our prediction that different types of libraries will find it beneficial to join in multitype library cooperative arrangements. During the Needs Assessment Study, we also learned that some librarians in Oklahoma believe it would be beneficial to present library systems if other types of libraries were permitted to join. We received the following responses to this question:

	Type of library that would be a useful member of a system	Number of public librarians who think so
1.	University and college libraries	29
2.	Libraries in government	20
3.	Institutional libraries	20
4.	Special libraries in business and industry	17
5.	School libraries	14
	Total	100

PQ296-304

In another section of this report we recommended that Oklahoma consider the feasibility of forming alternative types of cooperative systems which would differ from the present consolidated ones. If this is done, it is quite likely that libraries other than the public libraries will want to join the cooperatives and participate in the decision making for them.

RECOMMENDATION: The Oklahoma Library Code should be amended to provide for cooperative systems in which different types of libraries can become participants.

It will take time to plan and implement such systems, but legislation is needed to permit implementation.

In conjunction with the possible future formation of different cooperative arrangements among libraries and their political jurisdictions, we believe a change in legislation may be required if the counties are to be able to purchase the library services they need. We recognize the potential difficulties in trying to change the current 1/2 mill ceiling that counties are permitted to appropriate for library services. We believe, however, that this ceiling will not permit them to purchase the services they need.

RECOMMENDATION: The current 1/2 mill ceiling which counties are permitted to appropriate for library services should be changed.

We have noted elsewhere in this report under Funding that the libraries feel they cannot acquire trained staff because of budget limitations. We also noted the very low book budgets of many of the libraries. Funding of libraries is simply inadequate to permit the upgrading of staff or services.

Minimum Standards for Non-Systems Libraries

We have discussed standards in the section on Oklahoma's Non-Systems Public Libraries. It is probable that some cities and towns view standards by the state library agency as a form of control. Actually it should be viewed as a form of protection for the local community. Without minimum standards for library service, local government has no criteria against which to measure the quality of the service it is buying. Many of the libraries do not have professionally trained staff; therefore, it is difficult for them to know what constitutes quality library service. Managing a library is not unlike managing any other business in that it requires skills that are acquired through training.

RECOMMENDATION: All public libraries should adopt state standards for library service.

As we pointed out in another section of this report, we are not recommending the same standards for non-systems libraries as are now in force for the systems libraries. Different levels of service should be developed for the different size and class of libraries.

We have predicted that the coming decade will see much more cooperation among libraries in Oklahoma. As these different kinds of cooperative arrangements develop it will be important to have minimum standards to guide their development if funds are to be spent in the most cost-effective ways.

Funding for Oklahoma Libraries

In this section of the Needs Assessment Study, we will be discussing funding for libraries, particularly public libraries, in Oklahoma. We examined funding for libraries according to the major sources of funds including:

1) Funding at the State level
2) Funding at the City level
3) Funding at the County level
4) Funding at the Local level
5) Federal funds for libraries

The area of funding of libraries has been of serious concern throughout the study. We became aware of the very low funding levels from the start. More than half of the public libraries in Oklahoma subsist on total receipts of less than $10,000 per year; 60 percent of Oklahoma libraries have book budgets of $3,000 or less and 54 percent could not afford to pay the average salary in the Southwest of a beginning professional librarian if they took their entire salary budget to do it. The level of funding for Oklahoma libraries needs serious attention by government at all levels.

Funding at the State Level

Of the total expenditures made by the State of Oklahoma in FY 77, 44.24 percent was in the field of education. Within education, only one-half of one percent of the expenditures went for libraries, museums, and culture, or $4.8 million in a state budget of $2,124 million.(*) For every dollar spent by the State on libraries, museums, and culture, the following was spent(**) on such areas as:

(*) 1977 Oklahoma Expenditures in Brief.

(**) These figures include both State and Federal dollars.

• Industrial development	$0.82
• Vocational rehabilitation	3.22
• Recreation	5.41
• Mental health	14.05
• Natural resources	17.40
• State highways	37.58
• Public welfare	39.24
• Higher education	85.48

Libraries occupy a very small part in the overall financial picture at the State level. This is primarily because library service is viewed predominantly as a funding responsibility of local government.

The Oklahoma Library Code specifies that the Oklahoma Department of Libraries (ODL) is "to discharge the responsibility and exercise the authority of the State of Oklahoma for adequate library facilities and services in and for State Government and throughout the state." In addition, Federal money for library development from the Library Services and Construction Act (LSCA) is channeled through the state library agency. The responsibility for state and Federal funding, then, (with the exception of Federal revenue sharing) rests with the Oklahoma Department of Libraries (ODL) with appropriations granted by the Oklahoma State Legislature and the U.S. Department of Health, Education, and Welfare, administrator of LSCA. ODL benefits from the aid and advice of an LSCA Advisory Council, made up of librarians and state officials with a stake in Oklahoma library service.

Although ODL dispenses state and Federal money, public libraries do not consider this to be the most important job ODL does for them. In fact, dispensing money is considered the least important of all listed alternatives for ODL's role in the state. Nor do librarians feel that ODL's policy for distribution of state money is a barrier to their libraries' receiving more financial support. When asked what hindered the receipt of more money by the library, librarians answered:

	Number of Libraries
Voter resistance	52
Local government attitude	42
State government attitude	27
ODL policy for distribution of funds	16

PQ231-235

Some of the librarians interviewed indicated that they had no desire for state or Federal money, because such money implied control.

Money is basically channeled to libraries from the state in the form of state aid to public libraries and grants from the Federal LSCA funds.

State Aid to Public Libraries

Until FY 77, state aid to public libraries was given to multi-county and metropolitan city-county libraries only. When queried whether non-system libraries should also receive state aid, 77 percent of both system
PQ191 and non-system librarians declared that all public libraries should receive state aid. In 1977, prior to our survey, the Oklahoma Department of Libraries had determined that state aid was to be given to all public libraries meeting certain minimum criteria. On September 29, 1977, the ODL Board submitted a formula for state aid of $0.234445 per capita for all libraries meeting state standards and $2.0585 per square mile to be given to those counties who had a voted millage for multi-county or metropolitan city-county service. In addition, an equalization grant was to be given to multi-county systems with per capita support below $2.15. The total state aid appropriation requested of the legislature was $600,000. By the beginning of 1978, $275,725 in State aid was being considered by the legislature, which amounts to a per capita state aid of just under $0.11. In April 1978 this appropriation was approved.

The lower appropriation will require a different funding formula to be derived later, and the money will only be awarded to libraries meeting state standards (only 51 percent meet these at present). The following tables assume that all libraries meet these standards and that the new formula will represent the old formula scaled down in proportion to the lower appropriation.

(1) How much money will libraries actually receive? The amended figures, allowing for the lower appropriation, give the following table:

Amount (in dollars)	Number Receiving	Percent
Less than 100	11	9.6
100 - 200	29	25.2
200 - 500	28	24.3

Amount (in dollars)	Number Receiving	Percent
500 - 1000	22	19.2
1000 - 2000	10	8.7
2000 - 5000	6	5.2
5000 - 20000	5	4.3
More than 20000	4	3.5
TOTAL	115	100.0

Almost 60 percent of the libraries will receive less than $500. More than 34 percent will receive less than $200. The amount of materials or services that can be added for this amount of money is quite small. Two-hundred dollars, for example, will add less than two books per month to a collection. Spreading state aid across the state and achieving any sort of significant service or materials expansion for most Oklahoma libraries will call for a larger state aid appropriation than the $275,725.

(2) How much difference does state aid make in library budgets? A small amount of state aid may have a very significant impact on a library whose budget is already tiny. Looking at the state aid appropriation as a percentage of the library budget may give an idea of how much the state aid contributes to the expansion of library service.

State Aid Amount as a Percentage of Most Recent Budget	Number of Libraries	Percentage of all Libraries
1 - 4	46	52.3
4 - 6	18	20.5
6 - 10	9	10.2
10 - 20	10	11.4
20 - 40	4	4.5
More than 40	1	1.1
TOTAL	88	100.0

For over half of the libraries reporting, state aid will make only a one to four percent difference in the budget. Over 70 percent will be aided at less than a 6 percent rate. Statewide, the level of state aid stands at less than 3.3 percent. Libraries for whom state aid is greater than 10 percent of the present budget are generally the smaller libraries that do not receive adequate local support. Only 51 percent of the libraries met the standard to receive state aid.

It is apparent that the state aid program of $275,725 administered in this fashion is not adequate to provide much assistance to most libraries in the state.

A recent study for the National Commission on Libraries and Information Science suggests that the ideal ratio for the funding of public library service is: Federal: 20 percent, State 50 percent, Local 30 percent.[1] By comparison, the ratio in Oklahoma is: Federal: 9.0 percent, State 3.0 percent, and Local 88 percent.

NEED: Oklahoma needs an expanded state aid program to develop library services to Oklahoma citizens.

The present plan for distribution of state aid is based primarily on a per capita grant. The total population of all counties is used as the basis for the multi-county and the metropolitan city-county systems. Of the non-systems libraries, the total population of Beaver, Garfield, Okfuskee, and Woodward counties are included in calculating the state aid for libraries housed in Beaver, Enid, Okemah, and Woodward respectively. Garfield County contracts for service with the public library at Enid; Woodward County has voted for the multi-county library; Okfuskee County supports the library at Okemah and two branches in the county; Beaver County supports the library at Beaver, but no service is offered in the county.

This leaves 44 counties which contain city libraries for which state aid is calculated based on city population. With the four exceptions mentioned above, no state aid is given on a per capita basis to serve county residents in non-system counties, even though ODL's mission, as given in the Oklahoma Library Code, is "providing library services to all the people of the State." The reasons for this disparity include the following:

- There is no mechanism through which to channel funds based on county service, except in the case of multi-county or city-county systems, or counties which contract for or support service by a city library to county residents.

- State aid is specifically tied to local support as is made clear in ODL's Standards for State Aid Grants. Where there is no county support, there is no state aid.

We have examined the various situations which reflect this disparity. Some examples are cited as a way of explanation to the reader:

1. Beaver County Library -- State aid is based on the population of the entire county. The county pays for the library. There is no county service.
2. Souter Memorial Library in Boise City -- State aid is based on the city population. Cimarron County pays for the library. There is no county service.
3. Public Library of Enid and Garfield County -- Garfield County residents are counted in the per capita allocation of state aid. County service is provided under contract by the city library. Garfield County buys a service from Enid. This money accounts for 7.6 percent of the total receipts of the library.
4. Kingfisher Library and Hennessey Library -- Kingfisher County residents are not counted in the per capita allocation of state aid. Kingfisher County provides about 43 percent of the support of the Hennessey Library and 11 percent of the support of the Kingfisher Library. There is no service to the county.

RECOMMENDATION: The Oklahoma Department of Libraries should study its State aid formula, particularly as it concerns new money in the future, with an objective of using State aid grants as incentives for the formation of new cooperative arrangements.

We support ODL's Standards for State Aid Grants which ties state aid to local support for libraries. We are concerned, however, that future new money for State aid be used for statewide library development. This means that future money would not be so diluted and thinly spread as ODL's present plan proposes. It would be used as incentive grants to develop new cooperative arrangements.

RECOMMENDATION: The Oklahoma Legislature should increase the State aid appropriation to a level that will significantly aid the development of library services in the state.

This recommendation supports the position that the state has a responsibility for the education of its people. We have noted in this report that the public libraries of Oklahoma are heavily used by school students. In today's world, adults are increasingly aware of their needs for continuing education and many of them must turn to the only institution in their communities that has the potential to meet this need -- the local public library. The coming decade will require greatly improved Public libraries to meet these needs.

Funding at the City Level

More public libraries in Oklahoma are funded primarily by cities than by any other source. There is a great variance in this funding, however, which ranges from $130 to $202,000. In the counties which are not affiliated with systems, 60 percent of the public libraries receive less than $10,000 per year as total support. In terms of per capita support, the statistics are as follows:

Per Capita Support	Number	Percent of Total
Less than $1.00	13	18
$1.00-$1.99	12	16
$2.00-$2.99	8	11
$3.00-$3.99	15	20
$4.00-$4.99	12	16
$5.00+	14	19
	74	100

Only 19 percent of the unaffiliated libraries reach the funding goal set by the Oklahoma Public Libraries Goals for '75 for library service.

In the smaller cities of less than 5,000 population, 81 percent of the libraries have a salary budget insufficient to pay the average salary of a beginning professional librarian in the Southwest. For the larger independent cities, 50 percent do not have a full-time professional librarian on the staff. When asked why they did not hire additional trained staff, 48 percent of the independent libraries said lack of funds was a reason. PQ111-114

Book budgets for the independent libraries are similarly insufficient: 60 percent have less than $2,000 for books annually, 36 percent have less than $1,000, and over 25 percent have less than $500. PQ342 Only nine percent of city-funded libraries meet the minimum standard for book collection size set in Oklahoma Public Libraries Goals for '75. Very often these libraries are dependent upon donations of various kinds to achieve this collection size.

NEED: City-funded libraries in Oklahoma need more funding to meet minimum standards for materials and staff.

This need has been discussed elsewhere in this report under the topic of Oklahoma's Non-Systems Public Libraries. We believe that solutions to the funding problems center around two approaches:

1) The very real need for increased funds at the local level. The current level of funding is very inadequate in many communities.
2) The cooperative approach whereby libraries join forces to take advantage of economies of scale.

RECOMMENDATION: City officials should examine carefully the needs of their communities for good library service and explore with librarians and library boards alternative ways to improve services to meet these needs.

Many cities in Oklahoma provide service to county residents who have no library service of their own. Some city libraries provide this service free of charge, others levy a fee to county users, still others receive county funds as part of their support. Many city libraries may find that extending service to county residents in return for county financial support allows more cost-effective service to all.

RECOMMENDATION: City libraries should carefully estimate per capita costs for their services and ensure reimbursement for service to county residents. City libraries should seek contractual arrangements with counties to extend services into the county, effecting savings through economy of scale.

It is just as true at the local level as it is at the state level that libraries receive less than 1 percent of the total expenditures provided by government. However sacrosanct the value of library service may be, libraries must compete with other local services for tax dollars. The librarian and library board must be able to gain an advantage in this competition by:

- Making responsible officials aware of services provided by the library by communicating the results of periodic community needs assessments to local officials so that they can see clearly what local citizens desire.
- Becoming familiar with community finances and priorities, the constraints under which local governments operate, and how the library fits into the total community picture.

RECOMMENDATION: Librarians should study the politics and finances of local government, make astute use of influential library board members, and become fluent in the terminology and modes of thought of local government officials.

Librarians are well aware of the influence of the community and local government on libraries. We know this from the responses to our survey questions, such as, "What outside factors most influence the long-range planning of your library?"

Factor	First Place Votes	Second Place Votes	Third Place Votes
Economic, population trends, social needs, etc.	24	11	10
Attitudes of local government	22	12	10
Attitudes of library users	11	18	14
Policy of the Oklahoma Department of Libraries	3	6	3
Actions of libraries outside Oklahoma	1	-	1
Actions of Oklahoma Libraries	-	-	1
Ideas seen in professional literature	-	1	5

We asked the librarians of non-system libraries how they maintain contact with local government. Their responses were as follows:

How Often	Percent	
1. Frequent contact	61	
2. Occasional contact	27	PQ214
3. Contact only during budget preparation	8	
4. No contact	4	

Who Makes Contact	Percent	PQ160-164
1. Director	55	
2. Both the board and Director	38	

Librarians were asked which influential community members know them by name:

Who Knows Them	Percent	
1. School teachers	57	
2. Mayor or County Commissioner	55	PQ181-190
3. School Librarian	55	
4. Chamber of Commerce	55	
5. County Auditors	24	
6. County Excise Board Members	24	

RECOMMENDATION: Librarians and boards should cultivate county officials, especially those responsible for funding, to ensure support of equitable funding of service to county residents.

Non-system librarians recognize that libraries may not have the political visibility of other community services. When queried, 38.5 percent indicated that the library was taken for granted or generally ignored by
PQ227 local government. Another 38.5 percent indicated that the library's visibility depended on the effort of the library director. The remaining 23 percent remarked that the library was highly visible. Of 41 county commissioners queried about the political visibility of libraries, 61 percent answered average; 26 percent, below average; only 13 percent, above average.

The key to the relationship between library and government may be in each one's awareness of what is currently affecting the other.
PQ215-219 The factor commonly reported as most beneficial to librarians in maintaining awareness of government was the newspaper (88 percent), followed by personal contacts (68 percent). Only 28 percent of the libraries are on mailing lists to receive local government communications. In 40 percent of the libraries, however, local government takes the initiative to keep the library informed.

Libraries most often keep government informed by personal
PQ220-226 contact (71 percent) and annual reports (60 percent). Thirty-one percent of the libraries report a public relations program to local government. Only 12 percent carry on specific library programs to meet the information needs of government officials. Three percent circulate a library newsletter. Only 10 percent admit to no formal effort to make government aware.

County commissioners confirm that their chief information about the library comes from personal contact (58 percent) and/or annual reports (22 percent), but 22 percent say there is no attempt to make them aware.

It seems, from the evidence, that personal contact with government officials is most efficacious in exchanging information, and that providing library service directly to government has not been widely utilized to win support.

RECOMMENDATION: Public libraries should provide municipal reference service to local government.

RECOMMENDATION: Libraries should initiate methods of meeting information needs of local government officials as a means of demonstrating first-hand the value of library service.

Beyond local government support, city libraries can tap state and Federal money not only through categorical state aid, but through special programs for which application may be made. Thirty-eight percent of the non-system libraries report using state consultants to help prepare a grant application. PQ206

RECOMMENDATION: Librarians should familiarize themselves with techniques of grant application and project preparation. They should make use of consultants from the Oklahoma Department of Libraries to aid them.

Funding at the County Level

Library service started as a city-based function and, with few exceptions, continued this way until 1955, when counties were enabled by Oklahoma law to assume effective funding responsibility with the advent of multi-county library systems. Constitutional amendments in 1960 and 1976 provided for ad valorem tax support for multi-county and metropolitan city-county systems.

In 1976, the Supreme Court of Oklahoma ruled that all counties in Oklahoma must, within three years, bring the assessment rate for ad valorem tax purposes to within three percentage points of a constant rate. This will mean that many Oklahoma counties will receive the benefit of a higher assessment rate and increased tax yield in the next few years.

Librarians were asked to give their view of the ad valorem tax. The results were as follows: PQ204

Librarians' View of Ad valorem Tax	Percent of System Libraries	Percent of Non System Libraries
Good tax fairly administered	44	29
Would be good if assessments were updated	44	15
Would be good if fairly distributed	4	24
A poor basis for library support	8	27
Opposed to tax support for libraries	--	5

As would be expected, reaction to the county ad valorem tax is more positive among system librarians, whose services are supported by the tax.

Even within multi-county systems, inequities remain within the present funding structure. Counties within a given system may pay varying rates for the same service. This inequity may be due to differing millage rates voted by participating counties in the same system. It may also occur where county assessors value property under differing rates from county to county. Multi-county systems should work to alleviate the inequities brought about by these disparities.

Present system funding, based upon a vote of the people, has proven to be a stable basis for system support. Alternative structures would consider an increased role for the state in system funding. Alternatives of this nature are discussed under "systems" elsewhere in this report.

The present role of county government in funding, outside of systems, is very limited. Only in a few counties do city libraries receive county financial support even though city libraries serve county residents, often at no charge. The practice of serving county residents is one favored by non-system librarians. Fifty-eight percent favored free service to
PQ6 county residents by city libraries. Another 37 percent favored such service if suitable reimbursement were available. In point of fact, in only 10 unaffiliated counties do libraries report receiving any financial support
PQ335 from the county.

The most advanced area in this respect is the Panhandle region. With the exception of Okfuskee County, the only counties where county government gives more support to libraries than the cities are Cimarron, Beaver, and Harper Counties. In addition, Texas County contributes to three city libraries, supporting one with more money than the city. Other counties vary in the support they give. Garfield County has a tradition of county library service dating back to 1920, and contributes the highest dollar amount to library service of any unaffiliated county, more than twice that of the second highest contributor, Okfuskee County.

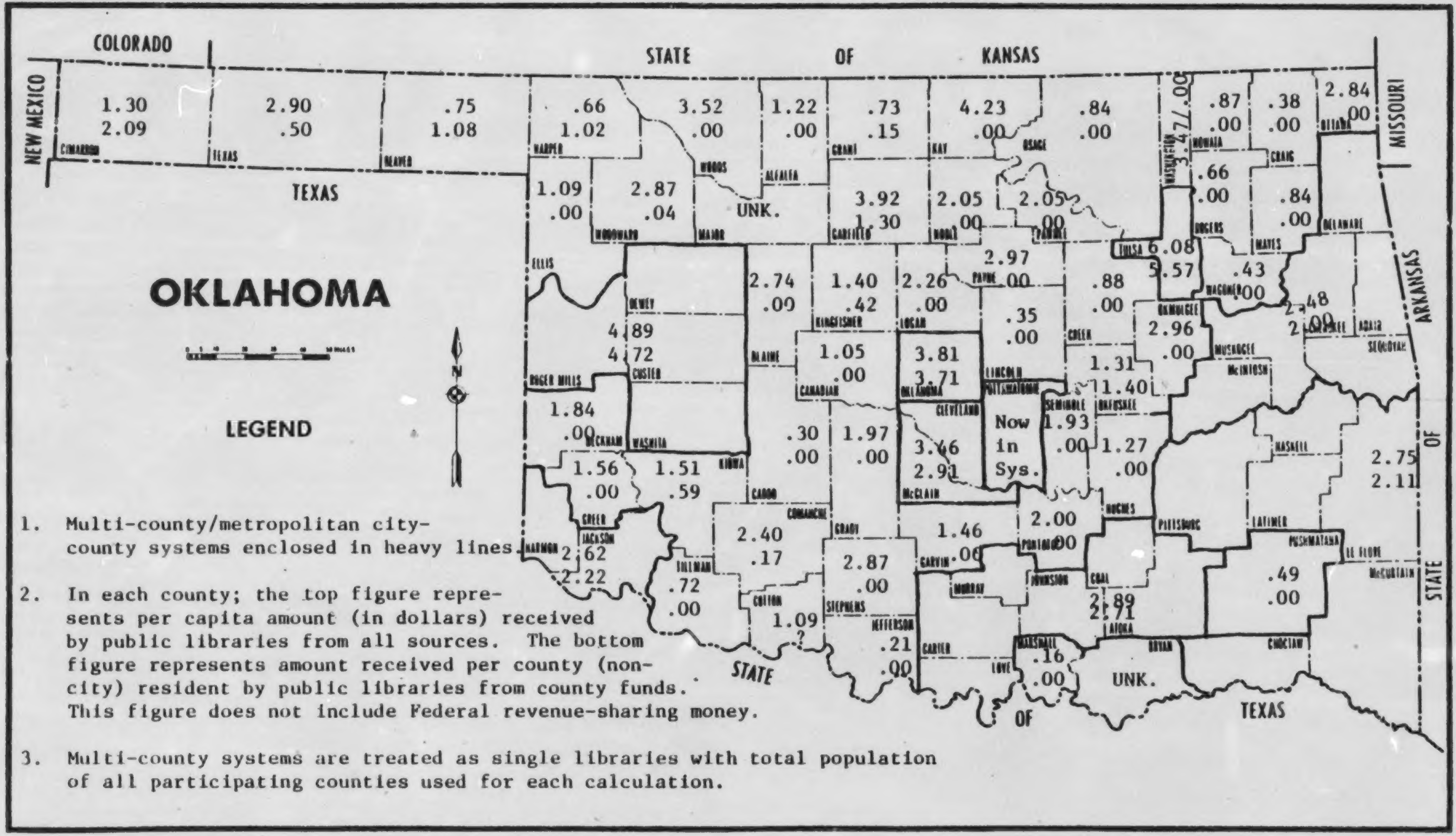
Non-system counties, as a whole, have been slow to provide library service to county residents, preferring to depend upon existing city library services. Chart No. 1 shows the total per capita amount spent on libraries within each Oklahoma county. In most cases, this money is spent in city libraries that happen to provide the only service available to county residents. The figure beneath in each county represents the per capita amount spent by county government on library service to county residents, exclusive of city residents. It is clear that county government is not pulling its load in providing for library service to its citizens.

NEED: County government needs to ensure that library service to county citizens is supported by county tax dollars.

Counties presently have the option of appropriating a 1/2 mill tax for library service, but only a minority do so. These funds could be used to good advantage by contracting for services with existing libraries or contiguous library systems for specific services for county residents. If county officials determined that it would be to the benefit of citizens, they could support participation with other counties in a multi-county system. Alternative methods that counties could employ are discussed in "non-system libraries" elsewhere in this report.

RECOMMENDATION: County governments should use the powers and authority granted them by law to appropriate funds and make contracts and agreements that will provide library service to county citizens.

Chart 1.Expenditures For Libraries in Oklahoma Counties


COLORADO
STATE OF KANSAS
NEW MEXICO
MISSOURI
TEXAS
ARKANSAS
STATE OF TEXAS
OKLAHOMA
LEGEND
N
CIMARRON 1.30 2.09
TEXAS 2.90 .50
BEAVER .75 1.08
HARPER .66 1.02
WOODS 3.52 .00
ALFALFA 1.22 .00
GRANT .73 .15
KAY 4.23 .00
OSAGE .84 .00
WASHINGTON 3.47 .00
NOWATA .87 .00
CRAIG .38 .00
OTTAWA 2.84 .00
ELLIS 1.09 .00
WOODWARD 2.87 .04
MAJOR UNK.
GARFIELD 3.92 1.30
NOBLE 2.05 .00
PAWNEE 2.05 .00
ROGERS .66 .00
MAYES .84 .00
DELAWARE
TULSA 6.08 5.57
WAGONER .43 .00
CHEROKEE 2.48 2.00
ADAIR
SEQUOYAH
DEWEY
CUSTER 4.89 4.72
BLAINE 2.74 .00
KINGFISHER 1.40 .42
LOGAN 2.26 .00
PAYNE 2.97 .00
CREEK .88 .00
LINCOLN .35 .00
OKMULGEE 2.96 .00
MUSKOGEE
McINTOSH
CANADIAN 1.05 .00
OKLAHOMA 3.81 3.71
ROGER MILLS
BECKHAM 1.84 .00
WASHITA
OKFUSKEE 1.31 1.40
SEMINOLE 1.93 .00
POTTAWATOMIE Now in Sys.
CLEVELAND
McCLAIN 3.46 2.91
CADDO .30 .00
GRADY 1.97 .00
HUGHES 1.27 .00
HASKELL
LE FLORE 2.75 2.11
GREER 1.56 .00
KIOWA 1.51 .59
HARMON
JACKSON 2.62 2.22
COMANCHE 2.40 .17
TILLMAN .72 .00
COTTON 1.09 ?
STEPHENS 2.87 .00
GARVIN 1.46 .00
PONTOTOC 2.00 .00
PITTSBURG
LATIMER
PUSHMATAHA .49 .00
McCURTAIN
MURRAY
JOHNSTON
COAL
ATOKA 2.89 2.71
JEFFERSON .21 .00
CARTER
LOVE
MARSHALL .16 .00
BRYAN UNK.
CHOCTAW

1. Multi-county/metropolitan city-county systems enclosed in heavy lines.

2. In each county; the top figure represents per capita amount (in dollars) received by public libraries from all sources. The bottom figure represents amount received per county (non-city) resident by public libraries from county funds. This figure does not include Federal revenue-sharing money.

3. Multi-county systems are treated as single libraries with total population of all participating counties used for each calculation.

Sources: Annual reports of Oklahoma Public Libraries (1976-1977) furnished by the Oklahoma Department of Libraries
1977 Directory of Oklahoma (1975 est. county populations)

Many county officials, however, are reluctant to take such action. In a survey of county commissioners, 30 percent of the 41 respondents indicated their belief that libraries already received more money than they should. Twenty-eight percent thought libraries were undervalued. Of the respondents, however, only 22 percent used the library themselves. None of the commissioners who personally used the library thought that it received too much revenue; four of nine thought it received too little. The past history of libraries in Oklahoma indicates that the general citizenry is more likely to come to the aid of libraries than any other local group.

RECOMMENDATION: Legislation should be passed which will permit county residents to appropriate enough money to permit unaffiliated counties to enter agreements and purchase the library services they need. The current 1/2 mill ceiling is too low.

Funding at the Local Level

An Oklahoma legislator, when interviewed in connection with this project, made the observation, "There is a direct relationship between utilization and support." As a legislator, he is keenly aware of the way in which priorities are decided for funding at local levels as well as at the state level. Utilization is not just a matter of statistics; it is also a matter of communication between those who use a facility and those who provide the service. This includes those who fund the service.

Community leaders in Oklahoma are well aware of the need for funding to provide library service. Sixty-six percent of them see the need for more money for library service. Of these, about half think the increase should come from present sources and half think new sources of revenue for libraries should be tapped. Community leaders agreed that quality library service could pay off for local government in CLQ25 attracting new industry. Sixty-six percent said that library service could be an incentive for industry to locate in a community. Seventy-six percent saw library service as important to industrial growth.

However, community leaders in Oklahoma feel complacent about library funding:

- 50.2 percent see local money increasing over the next few years CLQ12
- 33.8 percent see no change in funding level
- 6 percent see a decrease.

For Federal money, the figures are:

CLQ13
- 32.7 percent see an increase
- 39.8 percent see no change
- 5.1 percent see a decrease

Community leaders tend to see library development taking a multi-county form. Of those responding, 44.5 percent see the local CLQ21 attitude toward multi-county libraries as favorable, 19.2 percent see it as indifferent, and 24.5 percent as unfavorable.

These events will occur as the local library user makes it known to funding bodies that he wants better library service.

RECOMMENDATION: Library users throughout the state should make known their desire for quality library service to funders at all appropriate levels.

Ultimately it is the local citizen who uses libraries who is the decision-maker. History has shown that those who demand good services, whether they be good schools, good libraries, or good parks, will get them.

Federal Funds for Libraries

Federal funds may be given to libraries through local agencies in the form of revenue sharing and through the Oklahoma Department of Libraries in the form of LSCA grants.

Federal revenue sharing was designed as a mechanism for returning Federal money to localities for spending as the localities saw fit. Libraries were included among the priority services to receive federal revenue sharing money, though in fact they have received a very small proportion of the total.

In Oklahoma, only 12 libraries report receiving revenue sharing funds. The amounts are as follows:

Less than $500	3
$2000 - $3000	2
$3200 - $3600	3
$6245	1
$16,396	1
$20,210	1
$40,000	1

The percentage of a library's support provided by revenue sharing varied as widely:

Percentage of Support	Number of Libraries
Less than 5	3
10 - 20	4
28 - 30	3
36	1
97	1

In several cases the disappearance of revenue sharing would mean little to library service. In the case of the Garvin County Library and the two small libraries heavily dependent on it, library service would come to a halt. Depending on a source of support as unstable as Federal revenue sharing is a risky business, but in some cases, there would be no library service without it.

RECOMMENDATION: Libraries should exert greater efforts toward acquiring a share of revenue sharing money. This money should be used for collection building and other activities that are relatively independent of fluctuating funds.

RECOMMENDATION: Counties that support libraries with revenue sharing funds should explore more stable funding bases on which to rely if revenue sharing is decreased.

The Library Services and Construction Act (LSCA) is an amendment of the Library Services Act, originally designed to expand library service to rural areas. LSCA includes aid to urban areas, other areas inadequately served, service to special groups such as the blind and physically handicapped, interlibrary cooperation and networking, and improving and strengthening state library administrative agencies.

In Oklahoma, LSCA is expected to provide more than $800,000 during the next year. This money is routed through the Oklahoma Department of Libraries on a project by project basis, based upon a state plan submitted to the U.S. Office of Education by ODL. LSCA funds are dispensed according to the following five categories:

Library Development Grants are awarded to areas seeking to develop multi-county systems. These grants may fund initial development plans, a full-scale demonstration of system services, or the running of a legally voted system while collection of the tax is taking place.

Manpower Grants funds workshops and continuing education activities at the state level

Statewide Programs funds state administered program development, e.g., film circuit, summer reading program

Interlibrary Cooperation and Networking funds OTIS and other cooperative arrangements

Special Purpose Grants funds special projects on a local level in response to local library application.

The Oklahoma Department of Libraries is to be commended for its judicious application of Federal funds to projects and programs calculated to provide the maximum library service for the dollar to the greatest number of Oklahomans.

RECOMMENDATION: ODL should use LSCA money to fund demonstrations of alternative forms of library cooperation, including contracting between libraries.

We have recommended in another section of this report that new state aid money should be used to fund cooperative arrangements between libraries. LSCA money can be used for demonstration and startup, but it is important that it not be used to maintain cooperative arrangements permanently. These arrangements require a stable funding base which only state and local funds can provide.

RECOMMENDATION: Oklahoma should develop a formula for matching state and local funds for support of cooperative arrangements.

A requirement that a percent of local funds must be raised to match the state funds to support and maintain cooperative arrangements would be an incentive for local government.

REFERENCE

1. Government Studies and Systems, Alternatives for Financing the Public Library, National Commission on Libraries and Information Service, 1974., p. viii.

Interlibrary Cooperation in Oklahoma

In the Needs Assessment Study, Battelle was commissioned to address three major issues in the area of cooperation:

1. Existing patterns of interlibrary cooperation
2. Participants in an Oklahoma library cooperative network
3. Library laws, funding, and administrative structure for interlibrary cooperation.

In addition to the emphasis on interlibrary cooperation required by the bid document, we have also addressed several other cooperative activities involving libraries such as school-library cooperation, non-library agency-library cooperation, and user-library cooperation.

Existing Patterns of Interlibrary Cooperation

Oklahoma has a number of cooperative arrangements which have been functioning for years:

1. The Oklahoma Teletype Interlibrary System (OTIS) was established in April, 1968, as a multitype library network involving public, academic, school, and special libraries.
2. Twelve academic libraries, four public libraries, and the Oklahoma Department of Libraries are members of the AMIGOS Bibliographic Council, which contracts with OCLC, Inc. for computerized cataloging services. Over 99,000 titles have been logged into the OCLC data base by these libraries since February, 1976.
3. The journals held by academic, public, and special libraries are represented in the Oklahoma Union List of Serials, which is now in its second edition.
4. Oklahoma State University and Oklahoma University have had cooperative agreements with each other since 1952 for free reciprocal loans, photocopying, and cooperative purchasing.

5. A project is currently underway to develop a machine readable data base of the books of the Oklahoma Department of Libraries, the Metropolitan Library System, and Tulsa City-County Library. This union catalog will provide the basis for a statewide catalog of books.
6. Associations such as the Oklahoma Library Association and the Special Libraries Association are well organized and provide a natural framework for development of cooperation.

A look at these activities indicates that most cooperation in Oklahoma has been for the purpose of bibliographic access. There has been very little done in other areas such as specialized collection development or centralized processing. If there are real needs for other types of cooperative activity, they have not produced formal cooperative arrangements.

In our examination of existing patterns of interlibrary cooperation, we sought to:

1. Determine the climate for cooperation, and
2. Discover what kind of cooperative activities libraries felt they needed.

The Climate for Cooperation

Public libraries, when questioned about their willingness to
PQ15 lend, said they would lend everything (46 percent) or impose only minor
limitations (13 percent). Reimbursement was not a critical factor.
AQ9 Fifty-four percent of the academic libraries report they will serve
AQ4 everyone but only if reimbursed. However, thirty-four percent indicate
they already circulate to any citizen. School libraries are least
likely to lend. Seventy-one percent of those answering indicate they lend
SQ5 only to students and faculty.

Public and academic libraries alike rank the reasons for interlibrary cooperation as shown below:

Reasons for Interlibrary Cooperation

	First Place Votes		Second Place Votes		
	Public	Academic	Public	Academic	
1. To expand services	36	19	26	9	
2. To share resources	22	12	22	17	PQ37-43
3. For special projects	13	3	12	5	AQ10-16
4. To cut costs	8	1	13	4	

Interestingly, both groups see more value in cooperative arrangements other than strictly sharing resources, and both groups rank service over cost. Most school libraries report (62 percent) that they see a benefit in cooperative arrangements, but a surprising number (35 percent) answered they see no benefit or have no opinion. SQ 10

Despite a generally conducive climate for interlibrary cooperation, there are some barriers. Public and academic libraries ranked the most significant barriers to cooperation as indicated.

Barriers to Interlibrary Cooperation

Public Library

	First Place Votes	Second Place Votes	
Fear of loss of autonomy	24	12	
Lack of public interest	19	25	PQ 44-50
Lack of knowledge	15	7	
Lack of money	11	13	

Academic Library

	First Place Votes	Second Place Votes	
Lack of money	10	2	
Public apathy	6	8	AQ 17-23
Staff resistance	6	6	
Local autonomy	5	5	
Lack of knowledge	4	9	

Lack of public interest ranks high in both groups; perhaps because of the inability of the libraries to demonstrate exactly how interlibrary cooperation will benefit the public. The "lack of knowledge" expressed by both groups contrasts with the general willingness to cooperate expressed in earlier questions. Staff resistance in academic libraries is probably caused by lack of a clear understanding about what cooperation means and how it will work.

Cooperative Activities

Public libraries indicate that there is very little cooperation
PQ11 going on presently. Only 18 (14 percent) reported arrangements with
PQ12 academic institutions while even less, 15 (12 percent) mentioned cooperation
PW8 with other public libraries. Twenty-nine percent of the public libraries re-
PQ14 sponding said they did not use the Oklahoma Teletype Interlibrary System.
Sixteen percent said they had reciprocal borrowing arrangements with other institutions. Academic libraries reported (32 percent) having reciprocal
AQ5-8 borrowing or another form of resource sharing agreement.

The most suitable activities for cooperative arrangements as ranked by public libraries are given below.

Most Suitable Activities for Cooperative Arrangements

Public Libraries

PQ16-34

	First Place Votes	Second Place Votes
Reciprocal borrowing	36	11
Expanded interlibrary loan	15	21
Reference	9	23
Audio-visual services	5	5
Cataloging	5	3

In order of least suitability, the choices were ranked as follows:

Least Suitable Activities for Cooperative Arrangements

1. Joint administration
2. Joint research
3. Online data bases
4. Publication program
5. Assigned subject specializations

School libraries indicate more cooperation with the public
library than with other school libraries. The cooperative activity SQ6-9
most often mentioned by school libraries is assistance from the public
library in providing student resources. This does not mean in the form SQ19-23
of interlibrary loan (which ranks last as a form of public-school
cooperation) but by actually providing the physical facilities for
students to work. Sixty-six percent of public libraries report, however, PQ175
that 1/4 to 1/2 of their total program is already devoted to school PQ176
students, and this places a moderate or significant strain (48 percent) to
heavy drain (10 percent) on their resources.

Institutional libraries, especially the Library for the Blind, indicated stronger cooperation was needed with public libraries not for shared resources but in advertising the programs available from the Library for the Blind. This point was also made in conversations at the University of Oklahoma Health Sciences Library. This library serves as a major node in a medical library network. Rather than assume functions in this area, the public library's responsibility should be to intelligently refer patrons to this resource.

When questioned about a state network with no explanation of
what this might entail, academic libraries feel strongly (70 percent) AQ24
that they should be a part. Even more academic libraries (83 percent) feel AQ25
they should belong to the growing national network. School libraries
are much less certain, however, 48 percent saying "yes" to "should a SQ12
state network include school libraries," and 52 percent saying "no" or
"no opinion." School libraries are equally unsure of involvement in a SQ13
national network, with only 30 percent saying "yes" and the rest saying
"no" or "no opinion."

Oklahoma Teletype Interlibrary System (OTIS)

Although most public libraries (73 percent) say OTIS is the basis PQ276
for a state network, academic libraries are much less sure. Thirty-two
percent of academic libraries answer "yes"; 20 percent "yes, with changes",
and 47 percent responded "no" or "no opinion." AQ30

A significant number of public libraries (28 percent) reported
that they utilize the system for less than 50 percent of their requests.
This is countered by 61 percent who use it 80-100 percent of the time. PQ236

The methods used in place of OTIS are ranked below:

Methods Used for Interlibrary Loan Other Than OTIS

		Number of Libraries	Percent
	1. Out of state directly	23	18
PQ237-241	2. From nearby public library	21	16
	3. From special or school library	15	12
	4. From a public library system	8	6
	5. From a resource library	8	6

PQ261 When used, however, public librarians reported (86 percent) that
PQ260 response time was satisfactory and usually varied from one to two weeks.
Pq262-3 Using other ILL procedures did not, in 96 percent of the libraries surveyed, improve either response time or fill rate. One can assume the other methods were just more convenient.

Participants in an Oklahoma Library Cooperative Network

The term "network" is frequently used interchangeably with "cooperative" or "cooperative arrangement." For the purposes of this report, we distinguish between network and cooperative in the following way:

> Cooperation is the general term for associating or working with others for mutual benefit. Cooperation may be formal or informal. A cooperative is a formal enterprize or organization operated for the benefit of those using its services. Multitype library cooperatives are formal organizations made up of libraries with different legal bases. The goal is to improve service to library users. Obviously, interlibrary cooperation may involve a variety of activities from reciprocal borrowing privileges to cooperating on joint research, and results in providing total library resources to meet user needs.
>
> A network is a system of formal connections among libraries and other members of the information community which allows for the communication (sharing) of information,

The formal connections are usually thought of as communication channels linking together telephones, teletypes, or computers.

A statewide network should have as its ultimate goal the improvement of library service to Oklahoma citizens. The network would accomplish this by helping to make all materials in Oklahoma available to all responsible users.

Oklahoma already has several of the ingredients for a successful statewide resource-sharing network. The basic building block of this system is the Oklahoma Teletype Interlibrary System. OTIS is a message switching network operated over leased lines (WATS) and the teletype network (TWX). There are twelve nodes connected to a central site at the Oklahoma Department of Libraries (ODL). These nodes, or transmission sites, are geographically distributed throughout the state and collect, transmit, and receive messages (usually interlibrary loan data) for libraries in that area. Currently, messages originating at either Oklahoma University (OU) or Oklahoma State University (OSU) are not routed through the central site, ODL. All other traffic is analyzed and coordinated at ODL.

A summary of the traffic volume statistics for the OTIS network for FY 1976-77 are presented in Table 1. An examination of the statistics shows some interesting points.

First of all, 34 percent of all the requests in the system were filled by ODL. For the first six months of FY 78, 45 percent of all T-site requests were filled by ODL. OU, OSU, and the Medical School generate 29 percent of the total requests. Allowing these libraries to communicate with each other has reduced the total traffic by an estimated 25 percent.

The out-of-state traffic is also influenced to a large extent by these academic libraries. Current statistics for the first six months of this year indicate 89 percent of all out-of-state traffic is generated by OU and OSU. This is 2921 requests out of 3300. Compared with the metropolitan city-county systems at Oklahoma City and Tulsa, this is substantial. Out-of-state sources satisfied only 18 out of 852 total system requests for Oklahoma City and 49 out of 798 for Tulsa in the first six months of FY 78.

Oklahoma City and Tulsa are both net borrowers. It is assumed that the majority of their requests are filled by the heavy lenders, namely, ODL, OSU, and OU.

A difficulty in the OTIS system has been the clog created at the central switch (ODL) by a large volume of purely switched traffic. As the statistics indicate, this was caused mainly by OU and OSU and especially their out-of-state requests. Installation of TWX compatible equipment in these nodes has reduced the load substantially at ODL. It is tempting to say that other nodes also should have this capability. However, there is only a small amount of out-of-state traffic (379 requests out of 3300) generated by other libraries in the system. It is recommended that the other nodes not invest in the ASR 33 TWX/DDD machines until the volume of traffic requires it.

OCLC, Inc.

Among the network forces operating outside, as opposed to within Oklahoma, the activities of OCLC, Inc. will have the most impact on Oklahoma's networking future.

The OCLC Interlibrary Loan System is scheduled to be field tested after July, 1978. Implementation is scheduled for January, 1979. Although the sites for the initial testing stage have been chosen, OCLC is willing to consider Oklahoma as a possible site for future tests on the basis of its established interlibrary loan system (OTIS). This should be coordinated between the Library Systems Division of OCLC, Inc. and ODL.

The OCLC Interlibrary Loan System will operate as a message-switching system between participating libraries. A borrowing library wishing to borrow an item checks the holdings codes for that item and fills in a "work form" displayed on the screen showing name, address, form of payment, etc., and designates up to five institutions to receive the request.

TABLE 1

SUMMARY OF OTIS STATISTICS FOR FY 1976/77

REQUESTS FILLED BY OTIS

Library	Number Requested	Number Filled	Percent Filled
ODL	843	742	88.0%
OCLS (Oklahoma City)	1,767	1,381	78.2
TCCL (Tulsa)	1,615	1,265	78.3
OKS (Oklahoma State University)	3,505	2,456	70.1
OKU (University of Oklahoma)	4,779	3,593	75.2
OKU-MED (OU Medical School)	1,245	1,076	86.4
Transmission Sites	17,483	13,310	76.1
Out-of-State	1,533	1,071	69.9
TOTAL	32.770	24,894*	76.0

*6,198 requests were cancelled and 1,678 were still active at the end of the fiscal year

REQUESTS FILLED FOR OTIS

Library	Number Requested	Number Filled	Percent Filled
ODL	32,770	11,142	34.0
OCLS	2,750	551	20.0
TCCL	2,984	536	18.0
OKS	5,497	3,242	59.0
OKU	5,620	3,010	53.6
OKU MED	2,217	1,537	69.3
Transmission Sites and Other In State	2,985	1,131	37.9
Out-of-State	5,433	3,745	68.9

Source: Bierman, Kenneth J., Oklahoma Union Catalog Project - Report Prepared for the Network Advisory Council, November 1977.

TABLE 2

SUMMARY BY NET BORROWERS AND NET LENDERS

Library	Items Borrowed	Items Loaned	Net Borrowed	Net Loaned	Ratio*
Transmission Sites and Other In State	13,310	1,131	12,179		.09
OCLS	1,381	551	830		.40
TCCL	1,265	536	729		.42
OKU	3,593	3,010	583		.84
OKU-MED	1,076	1,537		461	1.43
OKS	2,456	3,242		786	1.32
Out of State	1,071	3,745		2,674	3.50
ODL	742	11,142		10,400	15.02

*Read as follows:

For ODL, for every item borrowed, 15 items were loaned

For OCLS, for every item borrowed, .40 items were loaned

For TCCL, for every item borrowed, .42 items were loaned

For every item loaned by an Oklahoma library to an out-of-state library, out-of-state libraries loaned Oklahoma libraries 3.5 items.

Source: Bierman, Kenneth J., Oklahoma Union Catalog Project - Report Prepared for the Network Advisory Council, November 1977.

The system then routes the request successively to each of the libraries until a library responds that it is willing to lend the item. The borrowing library is kept abreast of the status of the request at any time. An item not in the OCLC data base may also be routed through the system by creating a new record and designating the codes for libraries who should receive the request. The subsystem automatically accomplishes two heavily labor-intensive activities. First of all, the routing is done automatically. Secondly, the system reduces the need for manual files and statistical record keeping. The project cost per transaction is $.86.

Although OCLC, Inc. has plans for online circulation system services, these are not expected to materialize for at least a couple of years. Limited experiments are also being conducted with Brodart and Baker and Taylor in the area of automated acquisitions to determine if machine readable order information from OCLC, Inc. can be processed by these firms. The objective of these experiments is to determine if this method speeds processing and can insure correct supply.

Although recommendations may be premature before the field testing of OCLC's system is completed, Battelle suggests that a careful comparison be done in order to evaluate the proper mix of OCLC terminals and teletype equipment in the OTIS network. Since 15 sites in Oklahoma will have OCLC terminals shortly, access to this union catalog across the state will probably be quite sufficient for the purpose of interlibrary loan.

Network Protocol

The use of OCLC in the Oklahoma Network will be a powerful resource for cataloging, collection development, and interlibrary loan. Seven of the 15 sites are already participating in OTIS as transmission sites or resource libraries. The remaining eight libraries that have OCLC terminals, are all located in transmission site areas. It is very important that the relationship of these eight libraries to the Oklahoma Network be established as soon as possible.

NEED: A plan specifying how Oklahoma libraries will use the OCLC to their best advantage needs to be developed.

RECOMMENDATION: The Network Advisory Council should coordinate the formulation of a plan detailing how OCLC can be used to the best advantage of Oklahoma libraries. The plan should deal specifically with how OCLC will interface with OTIS. The plan should also address the routing protocols at various levels, i.e., local, state, and regional, which will govern the network.

RECOMMENDATION: The Oklahoma Department of Libraries should assume responsibility for analyzing and pinpointing the resources in the State. Special lists should be developed and given to transmission sites and resource libraries to aid in their selection of potential lenders.

The record keeping within the OCLC system will be assumed to a large degree by the system itself. However, performance measurement of the system, e.g., turnaround time and down time, will be the responsibility of the participating libraries. This activity should be closely monitored and coordinated by ODL.

RECOMMENDATION: ODL should investigate thoroughly the reasons and procedures for statistical record keeping once the OCLC system is operational. These statistics will be invaluable if accurate costing is to be done and if proper evaluation of the system is to be made.

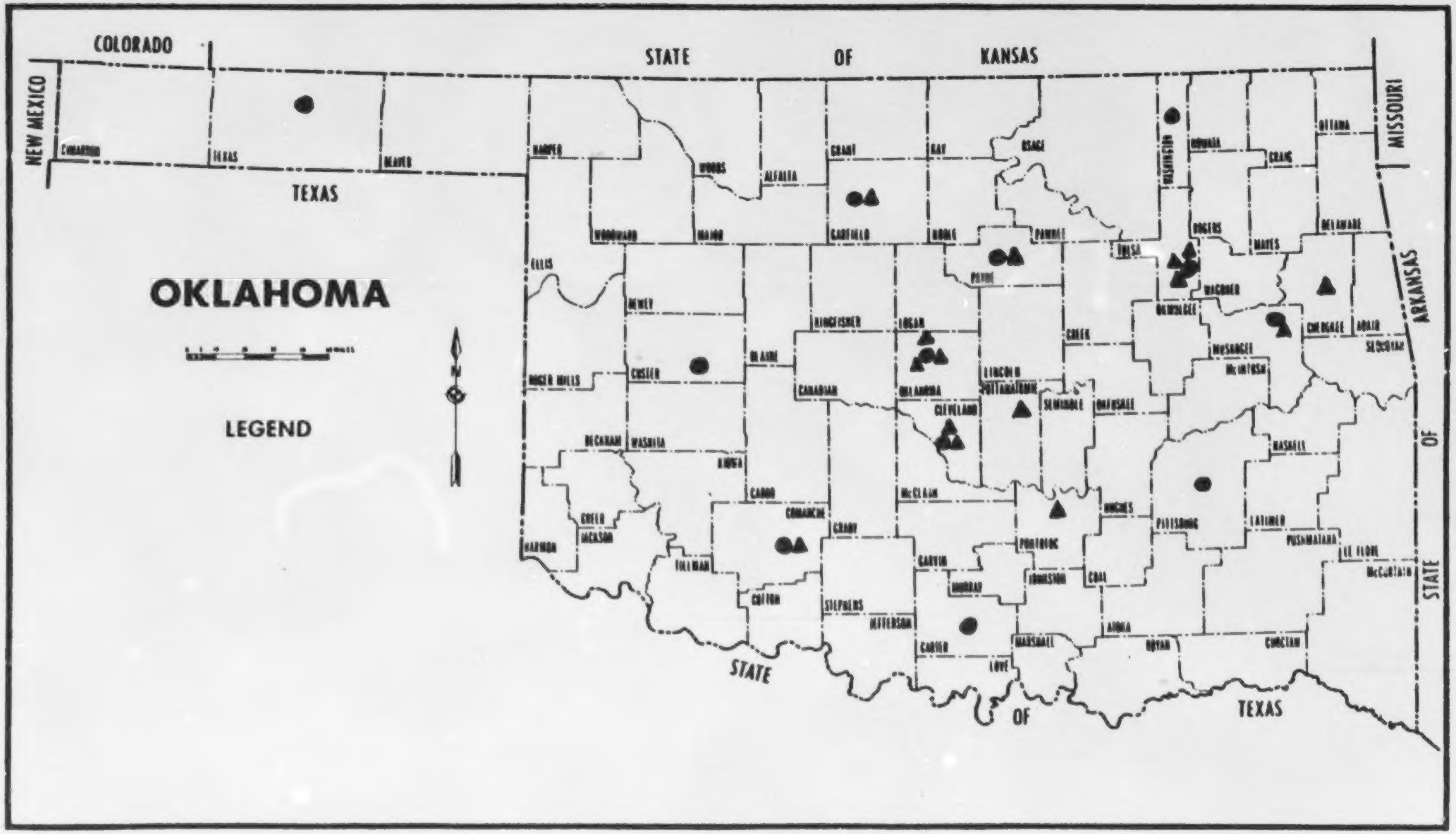
The Oklahoma Union Catalog Project

The Oklahoma Union Catalog Project has been sufficiently analyzed in Ken Bierman's recent report prepared for the Network Advisory Council.[1] Thirty three percent of libraries asked about the usefulness of

TABLE 3

OCLC MEMBER LIBRARIES IN OKLAHOMA

Library	Operational Date
Oklahoma Department of Libraries	January 1976
Oklahoma State University	January 1976
Northeastern Oklahoma State	April 1976
University of Oklahoma	September 1976
Oral Roberts University	November 1976
Phillips University	November 1976
Bethany Nazarene College	March 1977
Oklahoma Baptist University	May 1977
Tulsa City-County Library	September 1977
University of Tulsa	September 1977
Cameron University	September 1977
Oklahoma County Library System	Late 1977/Early 1978
Pioneer Library System	Late 1977/Early 1978
Eastern Oklahoma District Library	Late 1977/Early 1978
East Central State University	Late 1977/Early 1978


COLORADO
STATE OF KANSAS
NEW MEXICO
MISSOURI
TEXAS
ARKANSAS
STATE OF TEXAS
OKLAHOMA
LEGEND
CIMARRON
TEXAS
BEAVER
HARPER
WOODS
ALFALFA
GRANT
KAY
OSAGE
WASHINGTON
NOWATA
CRAIG
OTTAWA
WOODWARD
MAJOR
GARFIELD
NOBLE
PAWNEE
TULSA
ROGERS
MAYES
DELAWARE
ELLIS
DEWEY
KINGFISHER
LOGAN
PAYNE
CREEK
WAGONER
OKMULGEE
CHEROKEE
ADAIR
SEQUOYAH
MUSKOGEE
McINTOSH
ROGER MILLS
CUSTER
BLAINE
CANADIAN
OKLAHOMA
LINCOLN
POTTAWATOMIE
SEMINOLE
OKFUSKEE
CLEVELAND
BECKHAM
WASHITA
CADDO
McCLAIN
HUGHES
HASKELL
GREER
JACKSON
HARMON
KIOWA
COMANCHE
GRADY
PONTOTOC
PITTSBURG
LATIMER
LE FLORE
PUSHMATAHA
McCURTAIN
TILLMAN
COTTON
STEPHENS
GARVIN
MURRAY
JOHNSTON
COAL
JEFFERSON
CARTER
MARSHALL
ATOKA
BRYAN
CHOCTAW
LOVE

● OTIS INSTALLATIONS

▲ OCLC MEMBERS

a union catalog indicated that it would be helpful. Enough no answers and no opinions were received to indicate that many libraries are unsure of the value of a union catalog. We support the following recommendations:

RECOMMENDATIONS:

1. The Network Advisory Council should continue to support and encourage the addition of Oklahoma holdings to the OCLC data base.
2. Production of microform catalogs should be contingent on a careful study of the requirements of Oklahoma libraries for such catalogs. The expense is not trivial even though the information will be machine readable. Determining the need for such catalogs should be the key factor.
3. The NAC should examine the possibility of converting the holdings of the major state universities to the OCLC data base. This is certainly an area of importance to the development of resources and resource sharing in the state and should be investigated as a cooperative project involving ODL and the educational institutions.
4. The Network Advisory Council should assume responsibility for the Oklahoma Union List of Serials Project. Decisions need to be made concerning how it is to be funded and the structure of the system itself. Battelle recommends that a thorough examination of the issues be made with special attention to the existing data base becoming part of the OCLC system.

In conversations with OCLC, Inc., Battelle was assured that OCLC does not anticipate changing the charging structure for use of the system, e.g., charge per search. It is to the benefit of everyone including OCLC, Inc. that as many retrospective conversions be accomplished as possible. Although it was often said in interviews with library figures that OCLC, Inc. "wasn't the only way to go" and was "only a small part of the national picture", Battelle feels that at the present time OCLC is certainly Oklahoma's best bet for a bibliographic utility.

Network Advisory Council (NAC)

The Network Advisory Council was formed on June 29, 1977 to provide planning and policy advice in matters of resource sharing, networking, and technological applications to the LSCA Advisory Council and the Oklahoma Department of Libraries. It was delegated seven specific responsibilities spelled out in Appendix B.

NEED: In order for the NAC to be an effective organization, there needs to be a determination of the role of the NAC and a change in the internal structure.

RECOMMENDATION: The purpose of the NAC should be clearly defined in terms of a specific product. We agree with the Bierman Report that the single most important goal for NAC is to develop a plan for an Oklahoma Library Network that will provide efficient and effective resource sharing among all types and sizes of libraries in Oklahoma.

RECOMMENDATION: Battelle recommends the following internal structures:

1. The Director, Oklahoma Department of Libraries, should be an ex officio member of the Network Advisory Council and should attend all meetings.
2. The Chairperson of the Network Advisory Council should be a member of the LSCA Advisory Council. This would provide natural communication between the two groups with the Chairperson of NAC able to report, make motions and engage in discussion within the LSCA Advisory Council. We recommend that at least two persons on the LSCA Advisory Council be members of the NAC with one serving as Chairperson.

3. At least two lay representatives should be appointed to the NAC who have expertise in communications.
4. We concur with the Bierman Report that funds should be provided for planning and continuing education meetings for the NAC to discuss all of the many components of an Oklahoma Library Network plan. ODL should encourage and financially support a series of statewide continuing education workshops on networking and resource sharing.
5. Battelle recommends that the committee be formed of approximately 15 people, of whom 70 percent are administrators and 30 percent operational/technical staff. Rather than splitting the NAC into two groups, as the Bierman Report suggests, a subcommittee of NAC should be formed, chaired by an operational/technical member of NAC and involving non-NAC operational/technical library staff members from Oklahoma libraries. This permits more involvement in NAC activities and ensures more input on operational and technical matters. ODL should provide a staff liaison to such a subcommittee. It is essential that private colleges be represented on the NAC.

The National Network Picture

In its study, Resources and Bibliographic Support for a Nationwide Library Program[2], the National Commission on Libraries and Information Science recommended the establishment of a National Library and Information Service Network.

The goals of the network, some of which are reported in another National Commission Document[3], are as follows:

- To "develop..., strengthen..., organize..., and (make) available to the maximum degree possible in the public interest..., the total library and information resource in the United States.... (Such) resource represents the cumulated and growing record of much of our nation's, and indeed, much of the world's total cultural experience--intellectual, social, technological, and spiritual."[4]
- To provide to "all the people of the United States..., according to their individual needs..., realistic and convenient access to their individual needs..., realistic and convenient access to this national resource for their personal enrichment and achievement, and thereby, for the progress of society."[5]
- To create a nationwide network "with the help of new technology and with national resolve," so that "the disparate and discrete collections of recorded information in the United States" would be integrated "in due course."[6]
- To limit the rate of increase of per-unit library costs.
- To produce the expertise and knowledge necessary for development and operation of the national Library and Information Service Network.

The network would consist of three parts:

1. "A Resource System designed to provide guaranteed access to all needed materials through designation or development of libraries or other information facilities which will provide such access, and through coordination of collection development support to insure that needed materials are collected and made available for users."
2. "A Bibliographic System designed to provide a unique authoritative bibliographic description for each item held in guaranteed access, as well as the locations of such materials. In developing and providing this requisite bibliographic support, the bibliographic system should also provide related technical processing services aimed at reduction of unnecessary duplication of library functions

in order to permit greater cost effectiveness in processing library materials and improvements in staff utilization in local libraries."

3. "A Communications System designed to provide online communication of bibliographic data and requests for data and services between levels of the network. The System should facilitate communications among the multiple components of the National Library Network, including provision for educational and training programs for staffs and users."[7]

In brief, the bibliographic system and the communications system will provide the framework on which the library resource system can be built.

Where does the network stand today? The efforts of individual states and regions to gain bibliographic control of the holdings of the institutions in their area are one of the critical building blocks of the network. Computerized library activities including networks are developing rapidly in response to these efforts. Several categories of networks are currently operating:

1. Bibliographic utilities such as OCLC, BALLOTS, and the Washington Library Network
2. Multistate Service Centers which act as brokers or distributors of computer-based services, e.g., AMIGOS Bibliographic Council, Southeastern Library Network (SOLINET), Bibliographical Center for Research (BCR), and Pacific Northwest Bibliographic Center (PNBC)
3. State-wide, intrastate service centers, e.g., California Library Authority for Systems and Services (CLASS), New York State Interlibrary Loan Network (NYSILL), and Illinois Library and Information Network (ILLINET).

Other networking activities include:

4. Council of Computerized Library Networks (CCLN), an organization of 24 library consortia, regional groups, or library networks.

5. National libraries' network activity such as that within the National Library of Medicine and the National Agricultural Library.
6. Information Retrieval Service vendors operating over dial-up or value-added networks. These include Lockheed, Bibliographic Retrieval Services, New York Times, or System Development Corporation.
7. Private sector--other areas of the private sector such as publishers and vendors engaged in the production, processing, and distribution of information.

It is obvious by now that the national network will not be built under some grand design but will evolve from the integration of these various activities. How these activities may fit together is represented in Figure 1.

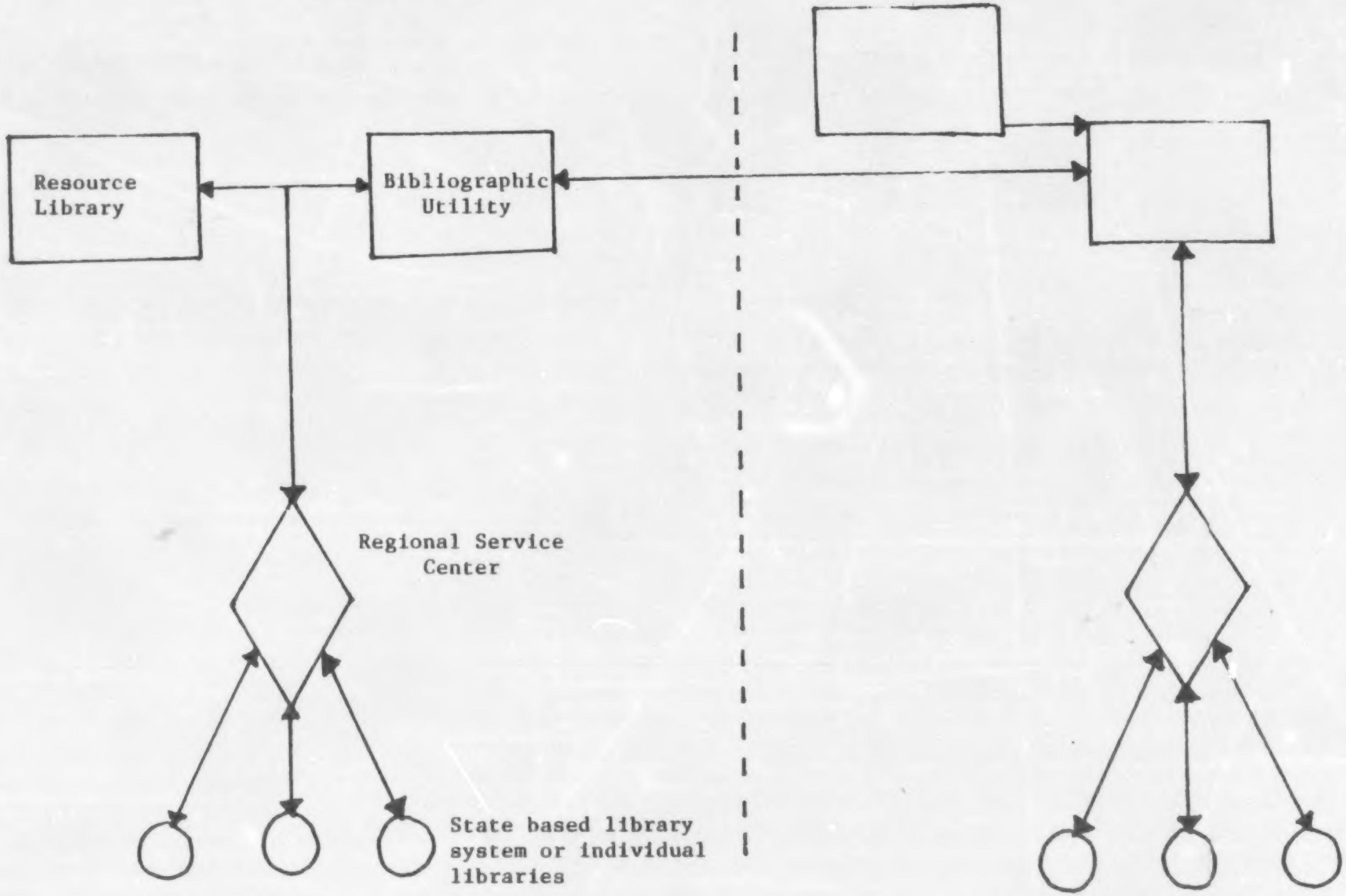

Resource Library
Bibliographic Utility
Regional Service Center
State based library system or individual libraries

FIGURE 1.

NATIONAL NETWORK CONFIGURATION

Source: Avram, Henriette D. and Lenore S. Marnyama, ed. The Library Bibliographic Component of the National Library and Information Service Network - Preliminary Edition, Prepared by the Library of Congress Network Advisory Group, Library of Congress, Washington, D.C., March 1977.

Library Laws, Funding, and Administrative Structure for Interlibrary Cooperation

Library Laws. Article 5 of the Oklahoma Library Code,[8] Inter-Local Cooperative Agreements", seems to allow libraries covered under the code to contract with any other body, public or private.

The charter of the Oklahoma Department of Libraries gives clear jurisdiction to this agency for the development and coordination of cooperative activities in the state.

Administrative Structure. The Oklahoma Department of Libraries has the structure and freedom to establish network administration. ODL has the responsibility for coordinating and working closely with all types of libraries in Oklahoma, not just public libraries. Oklahoma Statutes 1971, Title 65, Section 3-105, specifically states that ". . .The Department is authorized and directed to discharge the state's responsibility for library service, including service to State Government, to public and special libraries and library services, cooperation with and rendering of services to local units of government in the establishment and operation of local libraries and library systems, and the performance of all technical and other services necessary to the Department." It further goes on to say that "The Department shall assist with and supervise the establishment and operation of libraries at all state institutions and agencies, except public schools and institutions of higher learning."

We interpret the latter part of the above paragraph to mean that ODL will not be involved in supervising or establishing libraries in public schools and academic institutions. However, ODL will work closely with and coordinate services on a statewide basis and in a statewide network involving public schools and academic libraries. The statute says that ODL shall not assist with the supervision and establishment and operation -- it does not say that ODL cannot work with and coordinate with these libraries.

Library Participation in Networking. The OTIS network currently involves public, school, academic, and special libraries. Fifteen libraries in Oklahoma are either on or planning to be on the OCLC network by early 1978. As recommended in this report under the section entitled Network Protocol, a plan showing how these libraries interact with each other and with libraries without terminal equipment is an important task of the Network Advisory Council. The OCLC libraries that do not now participate in OTIS should have input into this plan and be able to spell out their committment to resource sharing in the state. The fact that many of these are privately supported colleges makes it crucial that these discussions proceed as soon as possible. The relationship of these non-OTIS libraries to the transmission sites and other area libraries must be worked out and might be related to the area-wide cooperatives discussed elsewhere.

The absolutely necessary participation of the members of the network in the protocol planning process preclude Battelle offering any specific protocols. However, there are several suggestions which should be made.

1. No automatic (e.g., OCLC) switching mechanism will have the flexibility or the intelligence of the human switch now operating at the central site (ODL). Although protocols could be established for an "open line" (everybody "talks" to whom they want) network, much of the confusion can be avoided by continuing to have the traffic routed through the central site. This also makes sense since a large percentage of the requests (especially from transmission sites) are already filled at ODL.
2. Whatever protocols are established, it should be remembered that these procedures are only gentlemen's agreements, and that the tighter the control exerted by the agreements the less likely they are to be successful.
3. Interlibrary loan is a very small part of the overall "business" of the libraries in Oklahoma. Careful attention should be paid to utilizing the network for such activities as cataloging, reference service, and other message switching services.

Delivery. Document delivery, not in the sense of interlibrary loan messages, but in the sense of physically delivering a document is an important program for Oklahoma libraries to consider. It is not enough to locate an item and determine its availability. Receiving the material is crucial to improving library service to users. At the moment, it appears that the U.S. mails and TWX seem to be the route used for most communications.

Within the Oklahoma City/Tulsa area there are seven transmission sites or resource libraries.

Oklahoma City:	
TS/RL/OCLC	Oklahoma Department of Libraries
TS/RL/OCLC	Metropolitan Library System
Norman:	
TS/OCLC	Pioneer Multi-County Library System
RL/OCLC	University of Oklahoma
Tulsa:	
TS/RL/OCLC	Tulsa City-County Library System
Stillwater:	
RL/OCLC	Oklahoma State University
TS	Stillwater Public Library

[TS - Transmission Site RL - Resource Library]

RECOMMENDATION: A delivery system to transport materials and requests among the four cities should be investigated.

Four steps should be considered:

1. ODL call a meeting of the transmission and resource libraries involved and determine what existing modes of transportation/delivery are possible. It could be that sites have local delivery vans that could be extended to interface with each other daily and transfer materials and requests.
2. ODL contract with an existing library to perform these services.
3. ODL investigate a commercial delivery service.
4. ODL fund a delivery van service between these points.

Such delivery systems in other parts of the country have resulted in staff and postage savings as well as improved library service. Material can be transported in canvas bags and does not have to be wrapped and individually insured.

If the above recommendation is implemented, OTIS protocols can work around the delivery mechanism. For example, Tulsa City-County may TWX or use the OCLC system to go directly to Oklahoma State University in Stillwater. If requests can be filled, depending upon the delivery time and pick-up, requests can be transported to Oklahoma City, and picked up by local van going to Tulsa. Consideration may be given to mailing photocopied articles and using the van service for monographs, since only 30 percent of the requests are for photocopies and most photocopies can be mailed first class.

AMIGOS. Oklahoma's committment to AMIGOS is already well established. The advent of the OCLC interlibrary loan system will involve Oklahoma with its regional neighbors much more intimately. For the first six months of FY 1978, 3,397 requests, or 20 percent of Oklahoma's interlibrary loan traffic, were switched out-of-state. The protocols for switching requests out-of-state need to be developed with regional participation. Oklahoma not only will have the facility to more easily identify and ship requests out of state, but its resources may well become the target of an increasing number of out-of-state requests.

In conversations with Battelle, Mr. James Kennedy, Director of AMIGOS, expressed the need to anticipate the document delivery problems associated with OCLC's increased interlibrary loan capability.

RECOMMENDATION: The Network Advisory Council, in conjunction with AMIGOS staff, should investigate the development of a regional document delivery system which would expedite the exchange of materials among the libraries in the AMIGOS area.

Document Delivery in the Network. The institution of a specialized delivery service depends on the volume of traffic in an area and the cost trade-offs between various delivery mechanisms, e.g., U.S. Mail, Bus, and UPS. Within the Oklahoma City/Tulsa area there are seven transmission site or resource libraries. This suggests a possible area for such a specialized delivery service.

NEED: Document delivery between libraries is a substantial problem. As the mechanism for successful interlibrary loan becomes easier there will undoubtedly be more traffic. An examination of who is lending how much to whom may provide an idea of where specialized delivery service, e.g., vans, could be used to best advantage.

RECOMMENDATION: The high-loan traffic area around Oklahoma City and Tulsa may justify such a specialized delivery service. ODL should investigate this possibility and recommend procedures for delivery if such a service is appropriate. This should be done in conjunction with the areawide cooperative operating in this area.

Area Cooperatives. Although libraries are willing to cooperate, they need assistance in developing a forum for discussion and expert advice on cooperative possibilities.

NEED: Oklahoma librarians need direction and education in their cooperative activities.

RECOMMENDATION: The Oklahoma Department of Libraries should assist in establishing and funding multi-type area cooperatives. These cooperatives would be multi-type organizations formed for the purpose of discussing and organizing cooperative arrangements in these areas.

ODL should draw up general guidelines in conjunction with the Network Advisory Council and LSCA Advisory Council. Libraries in various areas should meet together and begin to discuss what cooperation could achieve in their own areas. The area libraries would draw up their own proposal for services they wish provided.

Such an areawide cooperative should be run by a board elected from the area librarians, and should hold membership meetings periodically. Funds could be deposited in one library acting as a fiscal agent for the cooperative. Staff could be hired, though this might be costly. Alternatives would be that (1) a library would contract to hire staff and be responsible for coordinating the service program; (2) present library staff could devote a portion of their time with funds provided for operational expenses.

Such a system of areawide cooperatives would preserve the local autonomy of each type of individual library. Funds would be supplemental to local operational funds, since the project supports a supplemental activity, not basic library service.

Fear of cooperation can be lessened by allowing local cooperatives to establish their own operational guidelines under a statewide plan. Interlibrary loan codes allow for any library to refuse to lend an item. Protocol arrangements can be developed on referrals to different libraries. Infopass can be used to gain access to those special libraries who agree to such a program. No library is obligated to join the areawide cooperative but once they join they should agree to cooperate with one another and share resources.

School Library Cooperation. School libraries, when questioned SQ10 about attitudes toward cooperation, frequently gave no opinion. Seventy-eight percent admitted no cooperation existed with other schools and SQ6 62 percent said no cooperation existed with the public library. SQ7 In many cases there are neither adequate staffing nor adequate resources to undertake cooperative endeavors.

The area of school-public library cooperation has historically been fraught with difficulties. In discussions with six state legislators, however, we discovered a very receptive attitude toward the idea of school-public library cooperation. Since the state is being asked to support both activities to some extent, a plan for jointly accomplishing educational goals would be welcome. The plan to share facilities at Purcell is a forward looking approach in this area which might become a model for other communities.

NEED: There is a need for a coordinated plan of cooperative action between schools and public libraries. This plan must show clearly how both parties benefit and should show ways of maximizing the use of state funds.

RECOMMENDATION: The Oklahoma Department of Libraries and the State Department of Education should assign priority to the drafting of this plan. It should begin with a close analysis of requirements of both sides and present alternatives for satisfying these needs.

Library - Non-Library Group Cooperation. Cooperation among libraries is certainly a valid type of cooperation. However, libraries are increasingly interfacing with other agencies and groups. Cooperative ventures which make use of these relationships need to be thoroughly explored. The Tulsa Library System's arrangement for computer resources and microfiche production with government and industry is a good example of such cooperation.

The success of these ventures will depend to a large extent on what the library has to bring to the arrangement. There may well be specialized services to businesses, for example, which could be exchanged for technological resources.

User-Library Cooperation. One of the significant barriers to cooperation cited in the needs assessment study of libraries was the "lack of public interest." There is a real danger in cooperative endeavors which evolve for the sake of cooperation and never really mean much toward the improvement of service to users. If users are aware that library cooperation has benefited them, they will support it.

RECOMMENDATION: Cooperative activities among libraries tend to operate "behind the scenes" for most users. ODL and Oklahoma libraries should endeavor to see that cooperative library projects are brought to the attention of Oklahoma citizens and the benefits clearly demonstrated. This is just one step in a long-term program of nurturing grass roots support for library activity.

Oklahoma Department of Libraries. The role of the Oklahoma Department of Libraries in the fostering of library cooperation in the state and in the coordination of networking is extremely important. ODL should be able to provide guidance and advice while allowing the individual libraries to control their own affairs. We have, for simplicity, divided ODL's responsibility in this area into two parts.

1. Networking

   Operational networking in Oklahoma is presently restricted to OTIS and OCLC. Much of the decision-making concerning networking in the state should rest with the Network Advisory Council. This council should take full advantage of the experience of the director of OTIS in its deliberations.

RECOMMENDATION: Battelle recommends that a new staff member, i.e., Network Coordinator not be hired at this time. The director of the OTIS system should serve this capacity and interface with the Network Advisory Council.

RECOMMENDATION: Battelle recommends that a Network Coordinator be hired by 1980. This person would assume the responsibilities for network coordination which fall to the Oklahoma Department of Libraries. This position should report directly to the Director of ODL. Since this person will interface heavily with political elements both inside and outside Oklahoma, someone with a depth of experience in statewide networking and the politics of cooperation should be chosen. This person will also coordinate with the Director of OTIS and the Network Advisory Council.

2. Cooperation

We have suggested elsewhere the formation of multi-type cooperatives based on geographic service areas. It is assumed that where the need exists, cooperative arrangements will be developed from within these cooperatives. ODL has the responsibility to coordinate and fund these enterprises and therefore needs to be aware of what is going on.

RECOMMENDATION: We recommend that the roles of the State agency consultants be expanded so that each consultant is assigned to an area cooperative. Their roles would be to advise, recommend, and coordinate the cooperative activities developing statewide.

The Oklahoma Department of Libraries is extremely fortunate to have a person with the depth of experience possessed by the present Branch Head of the Library Services Branch. The Branch Head is supported by well-qualified consultants. Although gaps in personnel may presently tend to overextend the staffs' responsibilities, ODL should attempt to make maximum use of this capability. Since this role will be essentially new to most consultants, it is expected they will work closely in this capacity with the Network Coordinator.

RECOMMENDATION: The Library Services Branch should participate in the development of a comprehensive planning document for the formation of multi-type cooperative areas. This document could help satisfy the "knowledge gap" evident in matters of cooperation and provide the springboard for the development of individual cooperative plans.

Is Cooperation the Key?

The distinctions made earlier concerning general cooperative activities and networking are important ones. Networks provide the links for sharing resources but not the incentive or the knowledge of what to do. Battelle's survey of various library types showed interest and willingness among most libraries to cooperate with one another. However, a general feeling of esprit de corps is not enough to justify cooperative endeavors.

What must happen first is that some real need must exist which a cooperative arrangement could satisfy. Cooperation and the formation of cooperative arrangements in Oklahoma should be an attempt to gain efficiency in mobilizing resources for the citizens of Oklahoma.

In some cases, cooperation can definitely provide benefits to those who would not ordinarily receive them. Oklahoma's multi-county and city-county systems are examples. This form of organization in Oklahoma has succeeded in providing library service to many state citizens who might otherwise remain unserved.

But it is misleading to think that cooperation is the key required to satisfy all the library needs of the users and non-users in Oklahoma. As an example, a very successful form of cooperation in the state is the Oklahoma Teletype Interlibrary System. Library satisfaction with the system is very high and recent changes have made the service even better. Where does OTIS fit into the total library service picture? Circulation statistics compared with ILL traffic volume show that less than 0.5 percent of the annual circulation in Oklahoma's public libraries depends on interlibrary loan. This is less than 40,000 items in a total circulation of greater than 8,000,000. In fact, OTIS only handled approximately half this number; the rest being handled in other ways by the libraries involved. This is not to say that OTIS, as a workable cooperative system, is unimportant. It is necessary to realize, however, how little of the overall service needs of Oklahoma libraries depend upon interlibrary loan in general, and, specifically, on the OTIS system as a cooperative arrangement.

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3. National Commission on Libraries and Information Science. Toward a National Program for Libraries and Information Services: Goals for Action, Washington, 1975, 106 pp.

4. Ibid., p.x.

5. Ibid, p.x.

6. Ibid, p.x.

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Oklahoma's Public Library Systems

The Needs Assessment Study focused on Oklahoma's public library systems and the systems concept in some depth. Since the development of systems for the entire state is vital to the future development and improvement of library services in Oklahoma, we studied the present systems from several aspects to learn how well they are working and whether changes are needed. These aspects included:

- Services
- Organization and Governance
- Resource Sharing
- Personnel

Services

The broad array of services which the systems have been able to provide and the level of appreciation of users for these services indicate that the systems approach to providing library services in Oklahoma is a good one.

There are 35 libraries in systems in Oklahoma of which 29 responded to our survey questionnaire. In response to the question, "In your opinion, would your library be better off outside of a system?" Twenty-eight of these said "No." In addition, 80 percent of the libraries said that the quality of the services offered by them has increased since they became part of a system. PQ281 PQ284

NEED: Oklahoma has a need to improve library services across the state.

The library systems of Oklahoma have been an effective way to bring the kinds of services normally thought of in the library profession at large, nationwide, as system services. Libraries not affiliated with systems do not agree with this point of view, yet many are not able to provide the level or quality of service alone that they could provide in a system.

Both systems and non-systems librarians are eager to provide good services and to find ways to improve service. This attitude may be explained by their view of the purpose of the public library as indicated below in rank order:

1. As a public service institution to respond to public demand
2. As an educational institution PQ108
3. As an information institution
4. As a children's service

RECOMMENDATION: Oklahoma counties not in systems should become affiliated in some way with existing systems or join together to form new cooperative arrangements, for providing improved services.

The Needs Assessment Study probed various aspects of the services question. These results are shown below:

1. Local use of libraries in systems has increased as a result
   PQ285 of system services. Of the libraries, 80 percent reported
   this to be so. Only one library said use had decreased. Of
   the remaining 17 percent, the library did not exist prior to
   the system.
2. Librarians in 27 of the 29 libraries responding to our
   PQ286 questionnaire said that they feel the system enables them to
   give the best possible service to the users in their areas.
3. The communities' attitudes toward systems services is seen as
   PQ289 appreciative in 22 of the 29 libraries.
4. About 20 percent of the libraries feel services could be
   improved if non-public libraries could be included in systems.
   PQ296-304 They identified particularly the college and university
   libraries, libraries in government agencies, and state
   institutional libraries.
5. Nineteen of the libraries reported that more than one quarter
   PQ175-6 of their total library program involved providing services
   to school students. This use represented moderate use in
   10 libraries, significant strain on staff and resources in
   13 libraries, and a heavy drain on certain subject areas in
   five libraries.

In order to determine a priority rating for services that may be rendered by systems, we administered a system satisfaction questionnaire to each library within each multi-county or metropolitan system. Librarians were asked to rate certain services or potential services in two ways: first, an importance rating indicating the degree to which a service is desired in a system; second, an existence rating indicating the degree to which that same service is seen as actually existing. We then measured the difference between the two ratings to gain a satisfaction rating. The greater the difference between importance and existence of a service, the less the satisfaction with the present level of that service. This satisfaction may not correspond with the importance of a service. For example, the most important services seen as provided by systems were

- Adequate staffing of all library branches
- Coordinated interlibrary loan services, including photocopying
- Development of the reference collection at the system service center
- Coordinating programs and activities among branches

Those seen as least important were

- Library-originated TV programming
- Statewide computerized circulation
- Subject specialization in acquisitions

It will be seen that Oklahoma systems place highest priority on what may be considered traditional cooperative services. In concentrating on these priorities, systems provide a high level of service in these areas considered most important. In fact, all the services mentioned above as most important, except adequate staffing, also receive high marks for current existence and, hence, a high rating for satisfaction.

It is in the secondary level of importance where the real need for attention lies. These are areas ranked fairly high in importance and low in existance, creating the largest gap in the satisfaction measure. Chief among these services are

- System wide computerized cataloging
- Cooperative borrowing agreements with other types of libraries
- Bibliographic data base searches

- Union catalogs and union lists
- System-wide computerized circulation

These services reflect the growing emphasis on new technology and methods of facilitating interlibrary cooperation. While the cost of implementing some of these services may be a reason for the low existence ratings, Oklahoma systems may pay close attention to benefitting from their existence elsewhere in the state. Many of these areas of service are treated more fully under "Interlibrary Cooperation in Oklahoma" elsewhere in this report.

Organization and Governance

The purpose of studying the organization and governance of systems libraries is to determine how well they are able to meet user needs or whether there are barriers caused by the present organization and governance. The systems are established by the Oklahoma Library Code:

- When a multi-county library system is established, existing public libraries may be incorporated under a unified administration by act of local governing bodies or vote of the people.
- The Board of Trustees of a library system containing two or more counties shall consist of at least five members.* At least one member from each county shall be appointed by the Board of County Commissioners. Additional members shall be appointed for each city within the system with a population of 2000 or more or less than 1000 if no library exists within 30 miles. These appointments shall be made by the governing body of the city.
- The system board shall meet as often as is required to transact necessary business.

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*Metropolitan library system boards are somewhat different having eleven members with six members appointed by the mayor of the county seat, three by the board of County Commissioners, and the mayor and chairman of the Board of County Commissioners serving as ex-office members.

- Every system board shall have powers necessary or convenient for the accomplishment of the purpose and provisions of the Code including:
    - a) To operate and maintain a library system
    - b) To administer the expenditure of any funds
    - c) To prepare an annual budget
    - d) To appoint a librarian who is a graduate of an accredited library school
    - e) To purchase, lease, or acquire buildings for library purposes.

The librarian then appoints or removes staff members subject to the approval of the system board.

Currently, Oklahoma library systems are consolidated systems in which one library is the headquarters or service center and all the rest are branches. This means the libraries are no longer governed by local library boards but by the system board.

In the Needs Assessment Study, we visited the systems headquarters and some branches in each system to study governance of systems. We also asked several questions in the survey questionnaires concerning boards of trustees. The size of the boards varies extensively from five to eighteen members. Six of the eight systems' boards have ten or more members.

Since a board of trustees should be a working board that establishes policy and conducts a great deal of business for the library, we believe the number of trustees is critical to the efficient operation of a board. Based on our knowledge of library governance, we believe a working board should not exceed nine members. If a board is larger than nine, it should establish smaller subcommittees or task forces as working groups. Some of the larger system boards presently do this.

We asked the public librarians whether their library boards represent all segments of the community.

Segments Represented	No. of Public Libraries	No. of Systems Lib.	No. of Non-Systems Lib.	
Few	33	10	5	PQ157
Most	33	16	27	
All	6	1	10	
Dont' Know	8	1	12	
Total	80	28	52	

It is clear from this response that the librarians believe that all segments of the community are seldom represented on library boards. Since boards of trustees of libraries are to represent the people, these numbers indicate that there is a need to improve this aspect of community representation on boards.

We asked the question, Should Elected Officials Serve on Library Boards? The response was as follows:

PQ165

Elected Officials On Library Boards	No. of Public Libraries	No. of Systems Lib.	No. of Non-Systems Lib.
Should be required	9	4	5
Should be allowed	37	10	27
Should be barred	14	4	10
No opinion	22	10	12
Total	82	28	54

The most frequent response is that elected officials should be allowed to serve on library boards. The library board exists to represent the people. Elected officials wear two hats when they serve on such boards, one in their official capacity and the other in their private citizen capacity. This can cause conflict which might better be avoided. Since there is such variation of opinion on the constitution of library boards, this issue should be studied and discussed by the individual communities.

RECOMMENDATION: The representation on library boards and the method of forming boards should be a topic for discussion in mini-conferences at the local level in Oklahoma.

The constitution of boards in the metropolitan single-county system has caused problems in some areas but has been beneficial in others at this time. The complexities of these local situations require the careful attention of those local citizens directly involved.

RECOMMENDATION: A task force of lay persons and librarians should be established to study the constitution of library boards in metropolitan areas, and make recommendations. Tulsa, Oklahoma City, and Lawton should be represented on the task force.

NEED: There is a need in Oklahoma for all counties to identify cooperative arrangements which could provide improved library services.

Those consolidated systems which currently exist are providing the services the people need and want. The libraries in these systems are reasonably satisfied with them. The Needs Assessment Study shows that the majority of systems affiliates seem to come from small communities or rural areas (except the metropolitan systems). See Chart 2. The chart shows that most cities of over 10,000, which are in systems, are either headquarters locations or branches of the metropolitan systems. Two are branches of the Pioneer System, which is very close to a metropolitan area. Geography and size may account for a part of the disagreement about systems. Forty-three percent of the larger unaffiliated cities are in northeastern Oklahoma.

RECOMMENDATION: Oklahoma should develop feasible alternatives to the current consolidated systems which will permit more counties to join together in cooperative arrangements.

We believe it is necessary for Oklahoma to move toward alternatives to the consolidated systems, although they work quite well in the geographic locations where they currently exist. Their workability in these areas and the general satisfaction with them were borne out by the following responses we received to our survey questions concerning their administration and governance:

1) The system is not an encroachment on local authority according to 24 of the 29 system library affiliates. Only two of the PQ287
libraries report that the local library board no longer meets. Local boards meet to review both local and system PQ289
issues, problems, and services.
2) Nineteen of the libraries say they have an adequate voice in formulating system policy, whereas seven say they do not. PQ293

CHART 1. SYSTEMS AND UNAFFILIATED CITIES OF POPULATIONS OF 10,000 OR MORE

Population	City which contains System Headquarters	City with System Branch	City with Unaffiliated Lib.	City with no Library
Over 100,000	Oklahoma City Tulsa			
50,000-100,000	Norman		Lawton	
25,000-50,000	Muskogee	Del City Midwest City Shawnee	Bartlesville Enid Stillwater Ponca City	
10,000-25,000	Altus Ardmore* McAlester	Bethany Broken Arrow Edmond Moore Sand Springs The Village	Ada Ardmore* Chickasha Duncan Durant El Reno Miami Okmulgee Sapulpa	

* Ardmore's situation is unique. Carter County is taxed for system service, and the Chickasaw System has its Headquarters in Ardmore and gives service there to Ardmore citizens. The city does not, as is customary, pay for the rental or upkeep of the Headquarters building. Ardmore supports its unaffiliated public library from local funds.

3) Twenty-six libraries report that the director is aware of the needs and problems of the individual branches and tries to deal with them. PQ292

4) Twenty-three libraries say the director and staff have the most influence in planning for their libraries. PQ103-7

5) Twenty-two libraries say the system board is aware of the needs and problems of the local branches and try to take effective steps to deal with them. If needs are unmet it is because of inadequate resources rather than a lack of attention by the board. PQ291

The survey also indicated the willingness of systems libraries to provide services to unaffiliated counties and/or neighboring cities. If they are properly reimbursed for services, nearly 90 percent would be willing to supply them. This attitude supports our recommendation that alternatives to consolidated systems should be developed. PQ6

Resource Sharing

The Needs Assessment Study of Oklahoma libraries shows that librarians of all types of libraries believe that the sharing of resources is desirable and necessary. There were 90 percent of the systems librarians who felt this way and who indicated that there were few limitations on what they would be willing to lend.

It is true in Oklahoma, as elsewhere, that the big libraries do most of the lending, and at a cost they cannot afford unless there is some reimbursement. There is also a resentment among some large libraries that the small libraries will not or cannot afford to budget for the materials they need, and use the large libraries' materials as a substitute for their deficiencies.

It is clear from the responses we received from librarians in Oklahoma that there has to be an equitable financial reimbursement to the large libraries who are the net lenders, if resource sharing is to increase in scale.

NEED: There is a need for libraries in Oklahoma to share their resources, including materials and staff specialists if wise use is to be made of budgeted dollars.

PQ16-34 The systems libraries say they believe resource sharing is desirable and necessary, yet relatively few of them, about 25 percent, think that reciprocal borrowing privileges and expanded interlibrary loan service are the most important services within a cooperative arrangement.

The libraries feel that they do not have the staff or they need to know more about how to go about cooperative arrangements before they can initiate them. At the same time, they believe that sharing resources and expanding and improving existing services are very important. We asked them what the major barriers to interlibrary cooperation are and were told the following:

PQ44-50

- Lack of public interest, concern, or knowledge of potential library services
- Fear of loss of local autonomy
- Lack of knowledge about how to implement cooperative ideas

A reasonable conclusion seems to be that the larger unaffiliated cities

1. Are more concerned about local autonomy
2. Think of systems as chiefly useful for rural or sparsely populated areas
3. Have better local resources, as a rule, and feel less need of system services
4. If in a metropolitan area, recognize that the large city library service is superior, and are willing to become affiliated with those systems
5. May be slightly more willing to become affiliated with a system in which the Headquarters operation is located (and in which, in most cases, their library would be the largest resource and perhaps even house the Headquarters).

RECOMMENDATION: The Oklahoma Department of Libraries should promote resource sharing by: (a) providing equitable reimbursement to system headquarters for costs they incur and (b) develop workshops designed to teach librarians more about cooperative arrangements and their implementation.

The Oklahoma Department of Libraries currently provides funds for resource libraries and transmission site libraries in the Oklahoma Teletype Interlibrary System (OTIS). Five of the multi-county system libraries are transmission sites. The Metropolitan Library System (Oklahoma City) and the Tulsa City-County Library are resource libraries. This funding is for reimbursement for OTIS requests and does not include and non-OTIS loans.

There is a great unevenness in the state among the charges libraries make for service to people outside their jurisdictions. Some provide free service and others charge nominal fees. These variances could be eliminated through the establishment of area cooperatives.

We believe, based upon the Needs Assessment Study, that there need to be mechanisms for reimbursement which are more equitable for the systems libraries that will enable them not to lose money by providing services outside their districts. The Oklahoma Department of Libraries should study this situation and the possible alternatives which may include additional support from the state and contractual arrangements between system libraries and the counties or towns outside their districts. Federal LSCA funds could be used to demonstrate how such a contractual arrangement might work.

The lack of knowledge about initiating cooperative arrangements, as expressed by a number of the librarians, indicates a need for information and assistance that the Oklahoma Department of Libraries should provide. This lack of knowledge extends to other aspects of cooperation besides resource sharing such as automation and networking.

Librarians considered the biggest barrier to cooperative arrangements to be a lack of public interest, concern, or knowledge of potential library services. Our survey of community leaders may shed some

light on this problem. Although more than half of them considered library
CLQ31 service to be important, most of them perceive the role of the library as
CLQ19 recreational and most of those who use the library use it for recreation
for themselves and their children. This attitude may reflect the real
perceptions of the librarians themselves as to the role of the library in
the community.

Personnel

The most serious deficiency of Oklahoma public libraries is the number of trained professional librarians working in them. There are about 100 serving the 125 libraries and library systems. However, these 100 librarians serve in a total of 22 libraries. The remaining 103 have no professional librarians.

> NEED: Oklahoma's public libraries require more trained professional librarians if they are to improve services.

Half of the system libraries have two or fewer professional
PQ110 librarians on their staff. Considering that the director is one of these,
there may be difficulty in providing quality service. Twenty-three of
the system libraries responded to our question concerning the sufficiency
of trained librarians on their staff. Of these, 15 felt the number was
sufficient to provide good library service, and eight felt it was not.
PQ111 Twelve libraries did not respond. Only one library out of 35 said it did
not need more professional staff, however.

The libraries were asked why they did not add to their professional library staff:

			Number
PQ111-115	1.	Lack money in the budget	22
	2.	Librarian does not need a professional degree to do a good job	7
	3.	Do not need more professional staff	1
	4.	Cannot find professionals available in Oklahoma	0
			30

RECOMMENDATION: Oklahoma's system libraries should hire additional professional librarians at competitive salaries. Some of these librarians should come from outside Oklahoma to provide new viewpoints and perspective.

We examined other aspects of the personnel and staffing situation of the libraries during the Needs Assessment Study. These included the role of the director of systems and the professional activities of the staff.

Role of the Director. All of the 27 libraries responding to our question said that the role of the director is important (4) or very important (23) to the success of the system. PQ311 This indicates to us that the directors should be well qualified to manage the complex systems. The system libraries and the districts in which they are located are subject to constant change and are buffeted by their environment. Systems directors should be involved in continuing education to help them cope with these changes.

RECOMMENDATION: Management workshops for library directors should be sponsored by the Oklahoma Library Association and conducted by the School of Library Science of the University of Oklahoma.

Professional Activities of the Staff. We examined staff involvement in professional library associations. Most of the staff who participate in associations belong to the Oklahoma* Library Association. PQ134-6 Membership in the American Library Association was second in number; and fewer belong to the Southwestern Library Association. We learned also that very few library trustees belong to the American Library Trustees Association. PQ140

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*In 1978 there were a total of 879 personal memberships and 30 institutional memberships in the Oklahoma Library Association. There were 360 memberships in the American Library Association. This includes all types of libraries.

We found that about half of the libraries allow time and pay for
PQ143-8 staff members to attend professional association conferences.

RECOMMENDATION: The Oklahoma Library Association should recruit both librarians and library trustees for its membership.

The survey data would indicate that there needs to be a recruiting campaign by the Oklahoma Library Association to increase its membership among all types of libraries. It is an important forum for discussion of state-wide activities and plans. In this sense and in the area of gaining public support and funding for libraries, it has an important role to play.

There is a serious need in Oklahoma for library trustees to form a strong trustees association within the Oklahoma Library Association. They need to meet with other trustees to exchange information and to provide a unified force for support of libraries. They would benefit by having greater numbers of Oklahoma trustees in the American Library Trustees Association so that they might know first hand how trustees from other parts of the country handle their problems and responsibilities. Their relative isolation from national issues and trends cannot benefit or enhance Oklahoma libraries in movement toward a national network of libraries.

We asked system library staff members to tell us what professional magazines they read. The findings are listed below:

PQ120=32

		Number
1.	Library Journal	22
2.	School Library Journal	17
3.	Oklahoma Librarian	20
4.	Wilson Library Bulletin	9
5.	Horn Book	7
6.	Reference Quarterly	6
7.	American Libraries	6
8.	Library Trends	4
9.	Special Libraries	3
10.	Journal of Library Automation	2
11.	College and Research Libraries	2
12.	School Media Quarterly	1

Oklahoma's Non-Systems Public Libraries

In this section we will contrast the non-systems public libraries under the same topics as we treated the systems libraries. We will point out the differences that exist between systems and non-systems without trying to compare them or make evaluative judgments about the merits of either. This section follows a parallel pattern to the last section and includes the following aspects:

Services
Organization and Governance
Resource Sharing
Personnel

Services

There is no question that some non-system libraries do provide good library services. These are located in cities of over 10,000 population in general. About half of the libraries agree that they can provide full services without system membership; the other half agree that a system might improve services.

NEED: Oklahoma has a need to improve library services across the state.

In studying the non-system libraries, we identified what is lacking in their programs:

1. Paid-for and meaningful service to the unincorporated area surrounding the city. Many of the cities allow the county people to have free service, but this is offered as a privilege and not a right. Furthermore, it is the city's service, not appropriate and convenient service for a rural area such as a system provides.
2. Professional leadership. Most non-system libraries lack directors with library degrees.

3. Economy of scale, with resulting justifiable volume and breadth of resources and staff specialization. Non-system libraries in medium-sized cities should compare their services not with those available to systems in sparsely populated parts of the state, but with those given in the metropolitan areas. It is this level that they can approach cooperatively.

To illustrate economy of scale: A $10 book (modest price in the 1970's) that circulates only 10 times costs $1 per circulation. That is pretty high, and a library may well feel it is not justified in purchasing it if that level of use is expected. Yet it may be an important book which would benefit local government, professionals, and businesses. If it circulates 100 times (as it might in a cooperative of 10 medium-sized libraries) its cost is only 10¢ per circulation. The cooperative arrangement enables the community to have access to important, valuable materials, perhaps not now known to exist and therefore not requested locally. Part of the system's service (to all cooperating libraries) would be publicity about what is available to all. The same type of economy of scale applies to specialized staff such as children's consultant, audio-visual consultant, and public relations consultant.

The primary reasons given by the non-system libraries in answer to our question, "Why is you library not a part of a system?" are listed below:

PQ313-20

- Systems might improve library services to our area, but decisions would be made by those outside our area and we prefer our autonomy.
- Our library gives library service that is sufficient for the needs of our area, so we have no need to become part of a system.
- Voters cannot be persuaded that systems services are worth the additional tax.

These reasons indicate to us the crucial problems that non-system libraries have with the present consolidated system concept in Oklahoma. The problem of fear of loss of local autonomy is the most serious. The prospect of additional taxes, in this era of high taxes, is more than many Oklahoma residents feel they can afford. We would list the tax problem as second in importance to autonomy. As was noted earlier, many of the libraries feel they can provide sufficient library service without system membership. This may be true but the service may not meet the needs of their communities.

The non-system libraries, as the system libraries, view the public library as a public service institution to respond to public demand. Very few of them view it as an educational or informational institution. PQ108

RECOMMENDATION: Oklahoma counties not in systems should become affiliated in some way with existing systems or join together to form new systems for providing improved services.

Like the system libraries, the non-system libraries provide a great deal of service to school students. Many of them devote a quarter to more than half of their program to serving students. To some of them, this represents a significant strain or a heavy drain on certain subject areas. It sometimes reaches the point where the library is unable to satisfy the needs of all students. PQ175-6

Organization and Governance

Non-system city and town libraries in Oklahoma are established by the Oklahoma Library Code.* The code provides for their establishment, organization, and regulation as follows:

- The city council or legislative body of any city or incorporated town in Oklahoma has the power to establish and maintain a public library and reading room, or either of them, for the use and benefit of the inhabitants.

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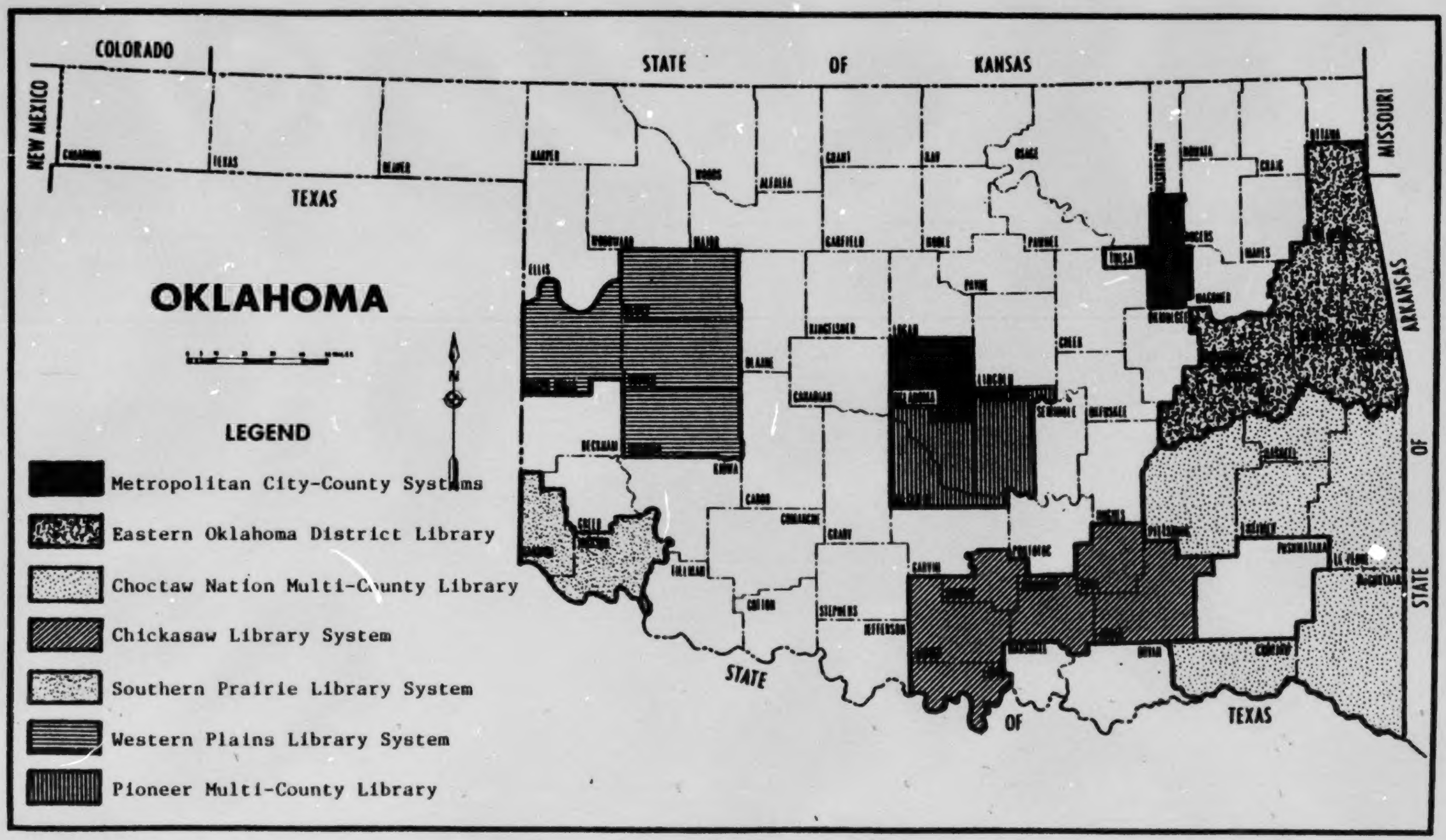
*The Oklahoma Municipal Code, Section 31, provides that local ordinance will supersede the Library Code, when there is conflict with the Library Code, in the absence of court cases.

- It is the duty of each city council or legislative body to include an item in the annual financial statement to maintain the public library or reading room once it is established. The amount will be equal to the amount a levy of not less than one-half nor more than two mills would have raised upon the assumed valuation of said city or town during the prior fiscal year.
- The mayor of the city, with the approval of the city council, shall appoint six directors for the library or reading room, chosen from the citizens at large.
- The directors shall govern the library or reading room and control the expenditures of money, and the construction of any library building.
- The board shall have the power to appoint a suitable librarian and necessary assistants and fix their compensation.
- The board shall adopt rules and regulations to render the library of greatest benefit to the greatest number.

The code does not provide for minimum standards for non-system libraries by the Oklahoma Department of Libraries. We view this as a weakness because the libraries do not have any guidance as to the minimum standards for book collections or services. The ultimate result is that some towns may not realize that they could have better libraries for the same dollars if they had a standard against which to measure their libraries. We do not propose the same standards used for system libraries but rather some that would help libraries understand what constitutes improved collections and services.

NEED: There is a need for city and town libraries to affiliate with cooperative arrangements to improve services and spend their dollars more effectively.

The map on the following page shows the system libraries in shaded areas. The remainder of the counties are non-system counties. We believe many of these counties would affiliate with systems if there were different alternatives to the consolidated systems.


COLORADO
NEW MEXICO
STATE OF KANSAS
MISSOURI
TEXAS
ARKANSAS
STATE OF ARKANSAS
STATE OF TEXAS
OKLAHOMA
LEGEND
Metropolitan City-County Systems
Eastern Oklahoma District Library
Choctaw Nation Multi-County Library
Chickasaw Library System
Southern Prairie Library System
Western Plains Library System
Pioneer Multi-County Library
CIMARRON
TEXAS
BEAVER
HARPER
WOODS
ALFALFA
GRANT
KAY
OSAGE
NOWATA
CRAIG
OTTAWA
WOODWARD
MAJOR
GARFIELD
NOBLE
PAWNEE
TULSA
ROGERS
MAYES
ELLIS
PAYNE
WAGONER
KINGFISHER
LOGAN
CREEK
BLAINE
CANADIAN
OKLAHOMA
LINCOLN
SEMINOLE
OKFUSKEE
BECKHAM
KIOWA
CADDO
COMANCHE
GRADY
GARVIN
PONTOTOC
PITTSBURG
LATIMER
PUSHMATAHA
LE FLORE
McCURTAIN
GREER
HARMON
TILLMAN
COTTON
STEPHENS
JEFFERSON
CHOCTAW
BRYAN
N

Note: Woodward County has voted for multi-county system affiliation, but at present no contiguous county has voted to join in such an arrangement.

RECOMMENDATION: Oklahoma should study the feasibility of different types of cooperative systems as alternatives to the present consolidated systems.

Our recommendation addresses the major objection to consolidated systems mentioned earlier, namely the loss of local autonomy. It is also our belief that these alternative system configurations would make it easier for the medium-sized cities to join. The consolidated systems are easier to form in less populous, more rural areas of Oklahoma, or in the metropolitan areas, but not in the medium-sized cities.

The two alternatives we recommend are described in some detail below. We have included a discussion of how they differ from the present Oklahoma system.

1. The cooperative system. Details vary, but in general such a system:
   - Receives financial aid from the State (State Aid)
   - Prepares its annual Plan of Service jointly (all libraries participate)
   - Does not interfere with local library operation. Member libraries maintain their own Boards, budgets, directors
   - Includes in its Plan of Service only cooperative activities: interlibrary loan, communication, delivery, sharing of specialists (children's librarian, public relations specialist, audiovisual specialist for assisting the group as a whole); centralized processing, centralized placing of orders (not selection); centralized purchasing of commonly used supplies, to obtain better discounts; centralized in-service training and workshops for staff; other cooperative activities which are planned by the member libraries as needed, and undertaken voluntarily by them
   - A Director with experience and knowledge in administration who, in addition to coordinating the cooperative activities, administers the system budget, supervises any system staff (not local library staff), may also assist local library

directors, on request, with their budgets, personnel administration, writing of policies, and other administrative measures which may improve local library efficiency. This Director is available, and may encourage local libraries to make changes, but is not the supervisor of any library director.

- Chief differences from existing Oklahoma systems:

  Members retain autonomy

  Members participate in planning

  Members employ the Director

  Sharing and cooperation may actually double or treble resources available to every citizen in the region

2. The Resource Center regional cooperative
   - Is formed by dividing up the state into regions, around largest libraries in each region. These are called District Libraries, or Major Resource Centers.
   - This large library receives funds from the state to reimburse it for its services to its region.
   - The Director of the large library is also Director of the System, but has no authority over other libraries in the region.
   - Libraries in the region are encouraged by the State Library Agency and the Resource Library to use its services, which may be similar to those offered by the cooperative system
   - The large library's staff and services often provide the cooperative services, or supervise them:

     For example, a cataloging and processing department at the large library prepares books ordered by member libraries

     An expanded Audiovisual Department at the resource library gives AV service

     The Head of Children's Services at the big library--perhaps with additional staff paid for from the state funds, assists member libraries which do not have a professional children's service

Central Public Relations service is offered to each member library from the large library.

Reference questions and interlibrary loan requests are sent daily by member libraries to the resource library.

Delivery service is usually offered by the resource library

Collections of books for long-term loan, to supplement local collections are frequently made available at the resource library.

Member libraries may utilize whatever services the resource library offers, without cost to themselves. (This is State Aid to them in kind, made available to them as they need it).

In-service training programs and workshops are offered, geared to needs of the libraries in the region.

Advisory committees of member libraries frequently exist, to make sure all libraries using the service have representation in planning.

- Chief differences from Oklahoma System

Members retain autonomy

System services are paid for by the State

Resource library contracts with the State to provide system services to the region

Libraries in the region use services as they wish

Input from local libraries in planning is provided for

- Chief differences from Cooperative System, (above)

All State funds go to the large library, which legally runs the system

Member libraries are less involved in planning, as a rule

System Director is Director of the large library, and has less time to devote to the region than the director of a cooperative

All or most resources of staff and materials in the large library are available to the patrons of any library in the region

This type has more in common with single-county metropolitan area systems in Oklahoma than with multi-county systems, except that they may serve a large area.

Which Type is Best for Oklahoma?

The Oklahoma Department of Libraries has encouraged the present consolidated system; therefore, we assume ODL believes it is best for Oklahoma.

We have noted earlier in this report that the satisfaction with the present systems, where they exist, is unanimously very high.

We have noted, too, that it appears easier to form such systems in less populous, more rural areas in Oklahoma, or in metropolitan areas, as a rule.

In other states, the cooperative type of system seems to work best where there are a good many small and medium-sized libraries fairly close together--for resource sharing, meetings, consultant services, etc.

In other states, the Resource Center regional cooperative tends to work better in areas with only quite small communities with extremely inadequate services and collections. While each library retains its autonomy, the service relationship with the Resource Library has some characteristics in common with the large city library and its branches. What is lacking is supervision, but people in small libraries usually welcome the large library's advice and help.

Which of these Characteristics Best Fits Oklahoma?

For rural areas, existing systems are satisfactory, or could be made so with more funding.

For areas containing contiguous counties, with a number of middle-sized communities, such as we find in the northern layer of counties, and the northeast corner of the state, a cooperative system might be feasible and acceptable. The Interlocal Cooperation Act might provide a legal basis.

For counties contiguous to largest cities (eligible for single county libraries now) the law now permits additional contiguous counties to become part of the existing system. Counties wishing to do so, therefore, are already legally authorized to become members of formerly single-county systems. Under new legislation, it would now be possible to set up such a system in the Lawton-Fort Sill area, to which contiguous counties not yet in systems could attach themselves.

On the other hand, such counties or cities within them may prefer to retain their autonomous libraries. In such cases, the Resource Center idea might fit in all three cases noted above (around Lawton, Oklahoma City, Tulsa). New cooperation might be achieved faster without complete consolidation, but rather under the Resource Center type of arrangement.

Are There Other Options Which Would Improve Library Service in Oklahoma's Public Libraries?

1. Contracts. A local library might contract with a neighboring larger library or system without becoming a member of its system
2. Contracts might also be worked out among existing multi-county systems, especially those which are having a hard time giving all the services needed because of inadequate tax income. For example, two contiguous multi-county systems might jointly employ a children's consultant, or a public relations person.
3. Contracts between multi-county services with inadequate resources of staff and materials, and metropolitan libraries for closer, faster, high quality service which the system itself cannot provide.
4. In metropolitan areas, and elsewhere where there are located a combination of public, academic, special, and school libraries, multi-type library cooperation might provide, near at hand, some of the services now sought at a distance (and higher cost) via OTIS.

The following charts show the alternative organization and governance and the relationships for cooperation as they might work in Oklahoma.

CHART 2. DETAILS OF ORGANIZATION AND GOVERNANCE OF OKLAHOMA SYSTEMS, COOPERATIVE SYSTEMS AND RESOURCE CENTERS

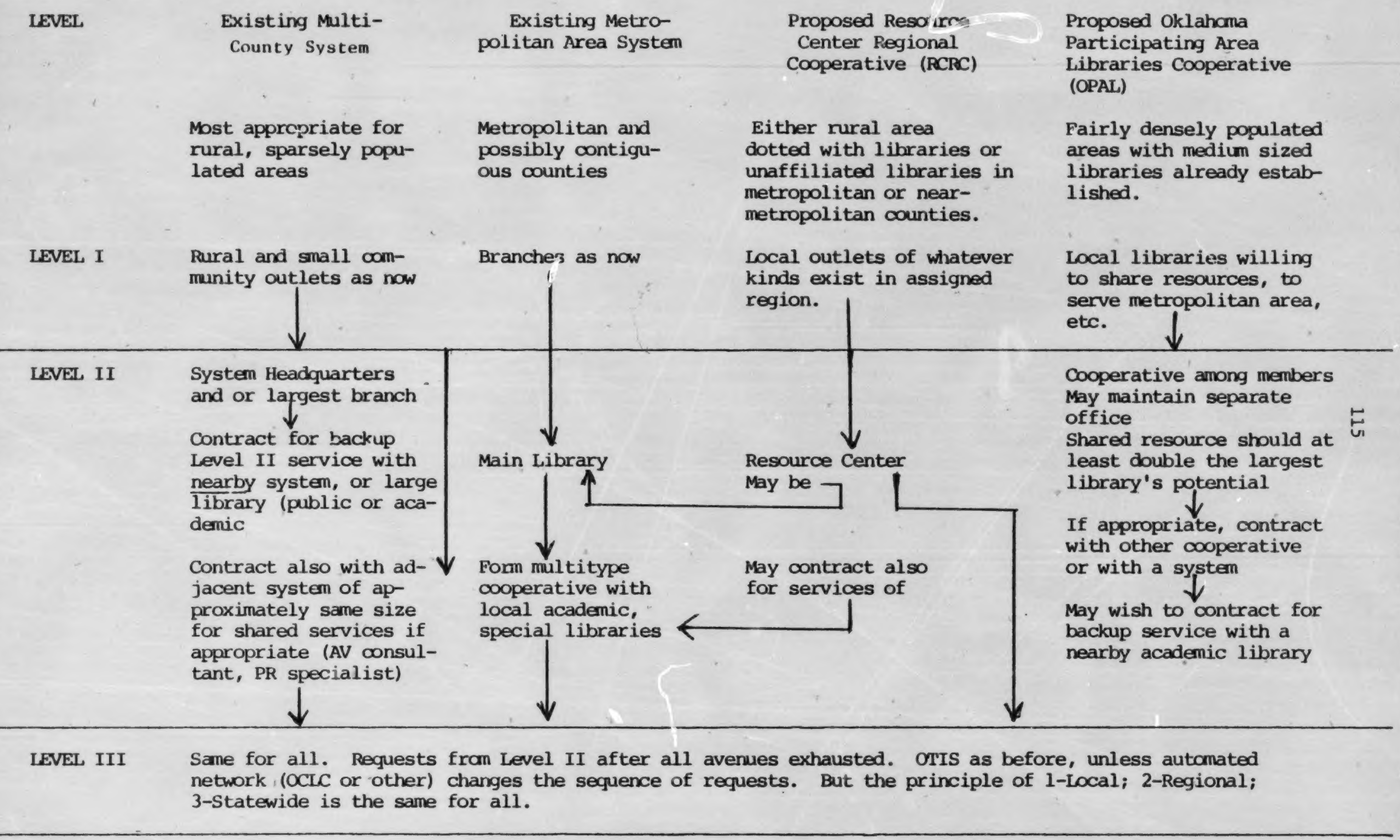
Function	Oklahoma	Cooperative System	Resource Center
Authority	System has authority. Any local authority is delegated by system	Remains in individual library member for its own operation System has delegated to it, by members, authority for cooperative activities only	Lies with MRC for all system services, but local use of services is voluntary
Local library autonomy?	No	Yes	Yes
Governing body	Board representing counties and libraries according to law	Local Board for individual libraries, as before system System Board or Council represents members for system-type services only	Local Board for individual libraries, as before system Board of MRC is the legal system board Advisory committee may represent members
System Director	Chosen by Board	Chosen by System members	Is Director of MRC
Planning Done by	Director with Board approval May ask Branch input	Members and Director	Director of MRC, possibly with advice of libraries in service area
Staff Selected and Supervised by	Director, for all outlets. Board may be involved?	Individual libraries, as before system System staff only (new consultants, etc.) by System. May be delegated to Director	System staff is MRC staff Individual libraries in service area continue as before
Books Selected by	System May be delegated to branch libraries	Local libraries, in the case of collections from their own budgets Central system collection, if any, by system (for Central reference, to supply requests)	Local libraries for their own use from their own budgets System collection is MRC collection and selected by MRC staff
Income	To system, from county-wide tax voted by citizens May also be minor grants from LSCA etc. Under new arrangement, will receive pro rated State aid Budget handled by Director with Board review	To individual libraries through the normal sources To system, usually from State Aid to systems as such (in order to get maximum use from state investment) May also be LSCA grants System budget handled by Director, with system review	To individual libraries through normal sources MRC receives state funds under contract by which it agrees to serve the region System budget handled by MRC

CHART 3. LEVELS OF SERVICE BY OKLAHOMA SYSTEM, COOPERATIVE SYSTEM IN OTHER STATES AND RESOURCE CENTER COOPERATIVE

Level	Oklahoma System	Cooperative System	Resource Center Cooperative
Level I	Small local library (becomes a branch) Bookmobile stop Books by mail reader	Small and medium-sized local library (becomes an autonomous member) Bookmobile stop possible Books by mail reader possible	Small (and possibly medium-sized) local library (voluntarily accept MRC service) May include bookmobile stop and books by mail readers if appropriate
Level II	Consolidated system (supervises all operations) Resources of largest outlet most often used for service to branches, etc.	The total resources of the member libraries, combined, make up this level	The Major Resource Center
Level III	OTIS includes ODL Largest public libraries Academic libraries	Varies among states. Usually includes Other cooperative systems State Library Major public and academic libraries in State	The group of MRCs (relay via Telex, or other method) Major academic and special libraries of the State

Note: In most States, Level II is provided first. For example, New York State's 22 public library systems preceded their Level II Three R's Systems, and their statewide NYSILL. In Oklahoma, OTIS has preceded full operation of systems among public libraries, although some of the earliest of these go back some years.

CHART 4. ALTERNATIVE RELATIONSHIPS FOR COOPERATION AS THEY MIGHT WORK IN OKLAHOMA



LEVEL	Existing Multi-County System	Existing Metropolitan Area System	Proposed Resource Center Regional Cooperative (RCRC)	Proposed Oklahoma Participating Area Libraries Cooperative (OPAL)
	Most appropriate for rural, sparsely populated areas	Metropolitan and possibly contiguous counties	Either rural area dotted with libraries or unaffiliated libraries in metropolitan or near-metropolitan counties.	Fairly densely populated areas with medium sized libraries already established.
LEVEL I	Rural and small community outlets as now	Branches as now	Local outlets of whatever kinds exist in assigned region.	Local libraries willing to share resources, to serve metropolitan area, etc.
LEVEL II	System Headquarters and or largest branch Contract for backup Level II service with nearby system, or large library (public or academic Contract also with adjacent system of approximately same size for shared services if appropriate (AV consultant, PR specialist)	Main Library Form multitype cooperative with local academic, special libraries	Resource Center May be May contract also for services of	Cooperative among members May maintain separate office Shared resource should at least double the largest library's potential If appropriate, contract with other cooperative or with a system May wish to contract for backup service with a nearby academic library
LEVEL III	Same for all. Requests from Level II after all avenues exhausted. OTIS as before, unless automated network (OCLC or other) changes the sequence of requests. But the principle of 1-Local; 2-Regional; 3-Statewide is the same for all.			

Resource Sharing

The Needs Assessment Study showed that libraries of all types believe that the sharing of resources is desirable and necessary. About PQ15 90 percent of the non-system public libraries said that they feel resources should be shared with few restrictions.

Most of the non-system libraries who answered our question on what cooperative activities they felt were most suitable said:

PQ16-34
1) Reciprocal borrowing privileges
2) Expanded interlibrary loan services, including photocopy and document delivery.

NEED: There is a need for all libraries in Oklahoma to share their resources, including materials and staff specialists, if more effective use is to be made of budgeted dollars.

The non-system libraries generally are the smaller ones and must depend upon the large libraries or the Oklahoma Department of Libraries to meet their needs for materials they cannot afford to buy.

The non-system libraries reported that they do not have the PQ35 staff or the knowledge of how to go about initiating cooperative arrangements. To them, the sharing of resources and the expanding and improving of existing services are the most important reasons for interlibrary cooperation.

RECOMMENDATION: The Oklahoma Department of Libraries should promote resource sharing by (a) providing equitable reimbursement to the net lenders and (b) develop workshops designed to teach librarians more about cooperative arrangements and their implementation.

The large libraries would not object to lending material to the small libraries if they did not have to absorb most of the costs.

The reason given most often by the non-system libraries concerning barriers to interlibrary cooperation was the fear of loss of local autonomy. The second reason was lack of public interst, concern or knowledge of potential library services. It is not surprising that their fear of loss of autonomy is first, since it is also the primary reason they do not join systems. PQ44-50

Personnel

We noted earlier that the lack of trained professional librarians is the most serious deficiency of Oklahoma public libraries. This is particularly true of the non-system libraries. A majority of those responding to our question, "Is the number of trained professional librarians on your staff sufficient for good library service?" said no. PQ110

The Oklahoma library Code provides that non-system library boards shall "appoint a suitable librarian". This differs from the system library directors' requirement that they must be graduates of an accredited library school.

NEED: Oklahoma's public libraries require more trained professional librarians if they are to improve services.

More than half of the non-system libraries do not have a professional librarian. It can be argued whether or not some town libraries really need one, if the town has a population of under 2,000. Nevertheless, it is important to improving services that these libraries have direct access to professionally trained librarians. This is one important reason for small libraries to become affiliated with cooperative arrangements in which professional staff can be shared.

RECOMMENDATION: Oklahoma libraries should hire additional professional librarians at competitive salaries.

The primary reason non-system libraries give for not adding PQ111-115 professional librarians to their staffs is that they do not have the money in their budgets. Our recommendation that these libraries affiliate in cooperative arrangements to share staff addresses this problem.

Professional Activities of the Staff

We examined the professional activities of the non-system library staffs and also which professional library journals they read. PQ134-6 More staff members belong to the Oklahoma Library Association than to the American or Southwestern Library Associations. Hardly any libraries PQ140 reported that their trustees belong to the American Library Trustees Association. These patterns are the same for systems libraries. Only 20 percent of the libraries allow time and pay for attendance at conferences. This is much lower than the system libraries policy.

RECOMMENDATION: The Oklahoma Library Association should recruit both librarians and library trustees to its membership.

As we indicated earlier, the Oklahoma Library Association is an important forum for exchanging ideas and discussing issues and problems. A strong state library association whose membership represents all kinds of libraries is a force for library development and gaining increased funding to support better libraries.

We asked the non-system libraries which professional library magazines their staffs read. The findings are as follows:

			Number
	1.	Oklahoma Librarian	37
PQ120-32	2.	Library Journal	32
	3.	Wilson Library Bulletin	28
	4.	Horn Book	17
	5.	American Libraries	16
	6.	School Library Journal	9
	7.	Library Trends	5
	8.	Reference Quarterly	5
	9.	Special Libraries	2

Oklahoma Department of Libraries

Mission

The Oklahoma Department of Libraries was created to discharge the responsibility and exercise the authority of the State of Oklahoma for adequate library facilities and services in and for state government and throughout the state. (Oklahoma Library Code, Section 1-103).

In this title, the State of Oklahoma recognizes its responsibility to provide adequate library services to Oklahomans. The Oklahoma Department of Libraries is the official library of the state whose knowledge and expertise are to be used to carry out this mission on behalf of the state.

The Needs Assessment Study of Oklahoma libraries examined the specific ways in which ODL carries out this mission. In the Public Library Questionnaire we listed the functions of ODL and asked the librarians and community leaders to rank them in order of importance to them. Listed below are their ranking of the functions:

- Provide leadership and support for libraries in the state
- Develop library service where there is none and improve library service where it is inadequate PQ193-201
- Offer centralized services to Oklahoma libraries
- Provide statewide planning, coordination, and evaluation of services
- Set state standards for library service
- Lobby for libraries with the state legislature
- Dispense money to libraries
- Provide back-up for services of other libraries

We learned that 65 percent of the community leaders were quite familiar with the work of ODL. This high percentage reflects ODL's continuing efforts to provide information to community decision makers. CLQ28

NEED: ODL needs to continue its efforts to inform local community decision makers of its services and functions which are available to them.

There is no question that the public librarians appreciate ODL's efforts to provide leadership and support to libraries in the state. This function plus the development of library service where there is none or where it is inadequate are the primary functions which librarians count on from ODL.

RECOMMENDATION: ODL should continue to focus its attentions on the entire state in its provision of leadership and support to libraries.

How Well Does ODL Carry Out its Mission?

Public librarians were asked to evaluate the performance of ODL in carrying out its mission. The primary mission being evaluated consisted of four major areas:

1. Provide leadership and support for libraries in the state
2. Develop library service where there is none and improve library service where it is inadequate
3. Offer centralized services to Oklahoma libraries
4. Provide statewide planning, coordination, and evaluation of services.

The librarians responded to the question on assessing ODL's performance as follows:

PQ202

How Well Does ODL Perform?	Number of Non-System Libraries	Number of System Libraries	Total % of all Libraries
1. Helps my library occasionally	27	16	25
2. Does an excellent job for all libraries in the state	33	27	29
3. May be improved on statewide basis, but does very well with regard to my library	38	42	39
4. Needs to be better in all areas	2	15	7
	100	100	100

These responses indicate that ODL is doing a satisfactory job as viewed by most librarians. We asked ODL staff what jobs it cannot perform with the present level of staffing. The response is given below:

The ODL staff shortage will not permit

- Accrediting of libraries
- In-service training for librarians
- More research on problems
- More response to the information needs of state government
- Adequate evaluation of Federally funded programs and projects
- Analysis of statistics on libraries
- Dissemination of information about programs around the state
- Adequate field visits to libraries.

NEED: ODL needs more professional staff if it is to carry out its mission as a fully responsive state library agency.

The director must spend a large part of his time on the administrative operations of ODL and cannot get out into the state as much as he should. Additional field consultants are required if ODL is to provide the in-service training and assistance librarians say they need.

RECOMMENDATION: ODL's budget should be increased so that it can provide a full line of services to Oklahoma libraries.

Use of ODL Services

Libraries were asked how often they contact ODL and which services they use most. More than 50 percent of the libraries contact

PQ203 ODL once a year or less except for interlibrary loan. This would indicate some communication difficulty between the libraries and ODL.

> NEED: An improved communications system between ODL and Oklahoma libraries is needed if libraries are to make full use of ODL services.

The survey data show the following percentages of libraries contacting ODL except for interlibrary loan:

	Percent	No
1. Contact ODL less than once a year	17	12
2. Contact ODL about once a year	36	25
3. Contact ODL about once a month	30	21
4. Contact ODL about once a week or more	17	12
	100	70

In May 1978, it is expected that the ODL Board will approve the installation of a toll free number to provide easy access to the ODL staff and services. This should make a great deal of difference in providing better communications between the libraries and ODL. During our
PQ205 survey, about 75 percent of the libraries supported a need for this toll free service.

Libraries were asked which ODL services they had used during the past three year period including the following:

		% All Libraries	Number Non-Systems	Number Systems
	• Used the Oklahoma Teletype Interlibrary System	77	44	25
	• Used the film service	54	22	27
PQ206-13	• Used consultant for planning	49	32	12
	• Assistance in grant application	37	22	13
	• Used juvenile book evaluation center	36	17	15
	• Government documents or reference	23	12	9

As would be expected, the systems libraries were the heaviest users of the services, since they provide a much fuller range of services. Interlibrary loan is by far the service heaviest used. This may reflect the relatively easy access to communications channels through OTIS. The survey showed that 38 percent of the libraries used OTIS for all of their interlibrary loan requests.

Funding of Library Services by ODL

The Oklahoma Library Code provides authority for appropriations for the state to support libraries with guidelines for maximum economy and effectiveness in use of all funds. The Oklahoma Department of Libraries, as the official library agency of the state, is responsible for the receipt and administration of all state funds and such federal funds as may be administered by a state agency.

The administration of state and federal funds is a responsibility of ODL but it is not viewed as being among ODL's most important responsibilities by the public libraries. In the survey results, dispensing of funds to libraries was ranked last of eight listed functions. PQ193

NEED: Public librarians in Oklahoma need to have a better understanding of the need for standards for library service, and ODL's responsibility to use standards in dispensing funds for maximum economy and effectiveness.

The ODL Board has a statutory requirement to formulate standards for library service. The survey results support an apparent lack of understanding of this need for standards. The librarians were asked whether they favored ODL's development of criteria for library service that would be used to determine eligibility for state and federal grants.

64% did not respond
24% said yes
1% said no PQ306
11% had no opinion.

This pattern of response seems to indicate a lack of knowledge about such criteria (standards) and understanding of the need, value, and importance of them among Oklahoma public librarians.

RECOMMENDATION: ODL should continue its program of teaching public librarians to assess the needs of their communities for quality library services and to set standards based on meaningful criteria that will result in upgraded and improved services.

Other aspects of the use of state and federal funds for library services wer explored in the survey with the following results:

1) Special program development - about 50 percent of the librarians think ODL should continue to offer money PQ192 incentives for development of special programs in local libraries, e.g., delivery to shut-ins and mail-a-book.
2) ODL policy for distribution of state money - more than PQ234 80 percent of the libraries feel ODL policy does not constitute a barrier between their libraries and more financial support.

ODL Image in Statewide Library Service

The Oklahoma Department of Libraries has, as part of its mission, the establishment, development, and operation of libraries and library systems throughout the state with the goal of providing adequate library services to all the people of the state. (Oklahoma Library Code, Section 1-103)

NEED: Oklahoma public libraries expect strong leadership from ODL.

The Needs Assessment Study showed that Oklahoma public librarians ranked as number one in importance the role of ODL in providing leadership and support for libraries in the state. Second in importance to them was PQ200
ODL's role in developing library service where there is none and improving PQ199
library service where it is inadequate. These findings reflect a clear mandate of what the libraries expect from ODL.

RECOMMENDATION: The Director of ODL should continue to focus his energies on statewide library leadership and development.

In our study of Oklahoma libraries, we have identified the following areas that will require attention during the coming decade. ODL will be called upon to provide leadership in these areas.

1. Many non-system libraries have untrained directors and many systems directors have complex management problems. Both groups need to have a place to get the professional expertise and help they need.
2. A lacking of statewide consensus or what is best for Oklahoma, e.g., standards of library service for Oklahoma, incentive funds to encourage cooperation, and different options for multi-county systems.
3. A lacking of research on library problems, e.g., the development of alternative types of library service that would better "fit" certain areas of the state, and the development of cost data on various kinds of library service that could be supplied to local community decision makers.

ODL's Role in Library Research

The Oklahoma Department of Libraries should take the leadership role for research on Oklahoma library problems.

- The Library Science programs in Oklahoma should be invited to benefit from research projects available in the state. This benefits both students and Oklahoma libraries.
- The information collected by the Needs Assessment Study can serve as a source of data for library school students' studies and theses.

PLAN FOR DEVELOPMENT OF OKLAHOMA LIBRARIES

This plan is a strategic plan which focuses on large scale efforts that will be needed over the next ten years to fully develop Oklahoma libraries. It is not an operational plan--it does not tell the reader just how the goals and objectives can be met through highly specific tasks. The plan does contain 35 specific tasks and attempts to spread them over the next decade in a time table. It is a study document which should be used as the basis for operational planning. Good plans can be developed only by the people and organizations who are going to implement them at the local level. As an outside organization we cannot provide operational plans for Oklahoma libraries because the planners must be the doers. It will be the librarians and the leaders of their communities working together who must turn these strategic plans into operational plans and implement them.

Definitions

Planning - a detailed formulation of a program of action. The process optimizing performance. This is not an operational plan but a strategic plan in that it focuses on long term goals.

Goal - a desirable result; a general aim, not a measurable end point.

Objective - specific intermediate results.

What Information Went Into the Plan

- Battelle Needs Assessment Study results
- Experience and expectations of Oklahomans
- Other studies of Oklahoma and Oklahoma libraries

Categories of Needs

The Battelle Needs Assessment Study identified four general categories of needs of Oklahoma libraries:

1. Finance and funding
2. Organization--cooperative activities, personnel, systems alternatives
3. Service
4. Education

Goals for a Long Range Development Plan for Oklahoma Libraries

The goals should be simple and able to survive changing needs and unforeseen circumstances.

Goal 1. Oklahoma libraries will be responsive to the needs of their communities.

Goal 2. Oklahoma libraries will organize for the most efficient provision of adequate service to all citizens.

Goal 3. All Oklahoma librarians will fully develop their capabilities for delivering quality library service.

Goal 4. Funding of all libraries should be adequate for the provision of the library services needed by the community.

CONSTRAINTS AND ASSUMPTIONS

Plans must be built on real world conditions and considerations if they are to be functional and capable of being implemented. Plans must be flexible and responsive to change. Listed below are the constraints and assumptions that we believe must be taken into consideration as the operational plans are developed.

1. Funding - Local money provides the overwhelming share of Oklahoma library budgets. Although some libraries have organized to take advantage of a recurring tax for library support, many libraries are subject to the fluctuation in local distribution. Many libraries, including the Oklahoma Department of Libraries (ODL), receive some Federal funds. The future level of this funding is uncertain.
2. State Aid to Libraries - State funding for libraries has increased recently but nevertheless contributes only a very small percentage to library budgets. Oklahoma law provides for establishing and maintaining public libraries but does not define the level of support the state will provide.
3. Existing Library Organizations - Oklahoma has a good organizational base on which to develop its libraries -- for example, the multi-county and city-county systems, the Oklahoma Library Association, the Oklahoma Teletype Interlibrary System, and the strong state library agency. It is to Oklahoma's advantage to retain these strengths.
4. Jurisdiction - Libraries often derive their support from one constituency but serve others. As new kinds of cooperatives are developed to serve larger areas, this constraint could become a strength.
5. Technology - Engineering advances in computers and communications are enabling more work to be done at a lower cost. Taking advantage of this technology will undoubtedly change the ways libraries operate.
6. Library Cooperation - The tendency to share resources is a function of scarcity. Libraries are faced with increasing demands in

a period of inflation. Development of cooperative arrangements to share materials, people, and equipment, will be a necessity if a community's return on its investment is to remain stable.

7. Expanded Library Service - As service improves, the demand for such service will increase. Libraries may have to accomodate this growing demand for service within a tightened budget.

4. OBJECTIVES

Oklahoma, in achieving the goals in Section 2, under the constraints and assumptions in Section 3, should carefully select its objectives. This plan proposes the following objectives to be accomplished over a ten year period.

4.1 Determination of Local Service Requirements

The needs of the local user of library services should be the focus for all activities to improve services. This includes what the user needs and expects and a consideration of what the user will have to pay for these services.

4.1.1 Local Needs Analyses

Individual libraries should work to accomplish local needs analyses of their communities. The cumulation of these analyses can provide input for statewide planning.

4.1.2 Development of Standards

The development of standards should be based on a realistic determination of community needs as well as formal state standards for library service.

4.1.3 Resource Inventory

The development of cooperative organizations in Oklahoma depends to some extent on locating and publishing a listing of the resources in the state. Special collections may well serve more than a local constituency.

4.2 Development of Cooperative Activities

Cooperative activities among Oklahoma libraries are critical if library development and improved services are to move forward. All types of libraries must work together sharing resources and pooling funds. There is a wide range of cooperative activities and alternatives available to Oklahoma libraries.

4.2.1 Area Cooperatives

Area cooperatives based in natural services areas can provide a forum for all types of libraries to develop cooperative arrangements and discover new ways to provide better service more cost effectively.

4.2.2 Oklahoma Union Catalog

Oklahoma libraries should continue to build a combined union list of holdings in the state. This supports not only statewide resource sharing, but also contributes to regional interlibrary loan.

4.2.3 Oklahoma Union List of Serials

The Oklahoma Department of Libraries should assume this project and see that copies are distributed especially to the OTIS transmission sites.

4.2.4 Oklahoma Network Plan

A plan is needed for the development of a network based on OTIS and OCLC with projections of a) future developments in OCLC and how this might affect OTIS, b) the need for future equipment, c) the costs involved. Such a plan would also specify the hierarchy of borrowing and the protocols associated with large area traffic.

4.2.5 Reference and Referral Service

A network of cooperating resource libraries should provide adequate reference service by telephone, mail, or otherwise to patrons of all Oklahoma libraries. This program is seen as a necessary service given the shortage of trained reference personnel in the state and the concentration of resources.

4.2.6 Film Service

Film service now available to system libraries should be provided throughout Oklahoma. This may be accomplished by contracts with systems or centralized by the Oklahoma Department of Libraries.

4.2.7 Delivery Network

The full use of OTIS and OCLC will soon make delivery of materials a primary requirement of expanding library service. One area where a delivery network could be developed is the Oklahoma, Tulsa, Stillwater area. The delivery system should establish a balance between local ownership and the cost of sharing the materials.

4.2.8 School-Public Library Cooperation Plan

Although often prevented by either lack of resources or political barriers, cooperative arrangements between schools and public libraries are a viable means of maximizing the use of public funds for library services. Such arrangements should result from the mutual planning of the Oklahoma Department of Libraries and the Department of Education.

4.3 Continuing Education, Personnel Development, and Recruitment

The most serious need facing Oklahoma's libraries is the upgrading of staff. There are only about 100 professionally trained librarians serving the 125 public libraries with most of these concentrated in 22 libraries.

4.3.1 Discover Critical Training Needs

This program must discover the kinds of needs and the areas of the state where needs exist, and find ways to provide the training and skills Oklahoma libraries require now and will need increasingly in the future.

4.3.2 Program to Fulfill These Needs

Conduct of a program to fulfill the needs identifiedin 4.3.1 should be based on the current Continuing Education for Library Staffs (CELS) program and the 1969 CE plan for Oklahoma. The Task Force on Continuing Education should function heavily in the development and conduct of this program.

4.4 Public Awareness

Active public awareness programs are the responsibility of all Oklahoma libraries. These programs should be supported by the Oklahoma Department of Libraries. Such public awareness campaigns should be aimed not only at conventional users but business and government and other less ordinary constituencies.

4.4.1 Local Awareness Plan

Every community librarian must develop a plan as to how the people can be made aware of the value and roles of the public library. It need not be a complex plan but it should have a definite goal and method for meeting this goal.

4.4.2 Legislative Awareness Program

There is a need in Oklahoma to inform legislators of the role of all libraries in the education of the citizenry and the resulting betterment of the state. Good libraries like good schools attract industry to a state. Legislative awareness programs need to be based not on emotional appeal however, but on facts concerning service standards, populations served, and actual budgets required.

4.5 Increase State Aid

Oklahoma has recently increased its level of state aid from $125,000 to $275,725. This new level is still inadequate to provide real help to Oklahoma public libraries. Nearly 60 percent of the libraries will receive less than $500.00.

4.5.1 Develop Statistical Justifications

Request for increase in state funding must be based on rock-hard figures relating population served, adequacy of the service, and value to the citizenry. A program to depict real need for state support will come in part from a collection of local figures.

4.6 Expansion of Oklahoma Department of Libraries' Services

This objective must be carefully planned within severe budget constraints. A prioritization of the most urgent services required in the state should receive primary attention.

4.6.1 ODL Staff

The severe shortage of staff at ODL will not permit much expansion of service. A staffing plan should be developed which enables the agency to reach full strength by 1980.

4.6.2 ODL Facilities

While adequate for the most part, improved communications would allow Oklahoma libraries greater access to the resources at ODL.

5. THE PROGRAM PLAN

In the Program Plan, each of the objectives and programs listed in the previous section are broken down into a series of tasks. The priority of each program is indicated by A for highest priority, B for next highest or C for third.

Cost estimates are based on a person-year salary of $20,000 plus 30 percent for benefits and 10 percent of basic salary for travel, computer costs, etc., which makes a person year cost about $28,000. Frequently there are no cost estimates for tasks accomplished at the Oklahoma Department of Libraries where existing resources are used. The program plan covers a period of ten years and no adjustment for inflation has been made.

5.1 Determination of Local Service Requirements

5.1.1 Local Need Analyses

Priority: A

Tasks:
1. Analysis. Develop comparable needs analysis formats. Compatible statistical formats, reporting forms, output. Cost: Two person months from existing staff.
2. Planning. Plan analysis workshop schedule and where geographical distribution. Cost: Two person months from existing staff.
3. Organization. Library Services Branch consultants to conduct training and prepare librarians for their own studies. Cost: Travel costs for participating librarians will be about $5,000.
4. Operation. Cost should be borne by participating libraries but ODL will support consulting. Cost: One-half person year from existing staff.

5.1.2 Development of Standards

Priority:

Tasks:
5. Standards. Update Oklahoma Public Libraries Goals '75; develop minimum standards for all size libraries using

community needs analysis data. Cost: One year study by ODL/OLA Standards Committee.

6. Dissemination of information on standards. Cost: ODL staff member part-time. About one person month per year.
7. Amend the Oklahoma Library Code to provide minimum standards for all public libraries.

5.1.3 Resource Inventory

Priority:

Tasks:

8. Inventory special collections, e.g., local history collections, holdings of special libraries in industry and government, special subject collections in universities. Cost: Six person months of ODL staff member or two summer interns with ODL supervision.
9. Publish directory of special collections, including the availability to the public. Cost: $500 for printing plus two summer interns at ODL for three months.

5.2 Development of Cooperative Activities

5.2.1 Area Cooperatives

Priority: A

Tasks:

1. Develop area workshops to discuss alternative cooperative arrangements with librarians, trustees, and community leaders. Cost: One person year of ODL consultant on a continuous basis.
2. Plan consultant workshops to prepare ODL consultants for fulfilling an advisory role in the formation of area cooperatives. Cost: Branch Head, LSB plus Director one month.

5.2.2 Union Catalog

Priority: A

Tasks: 1. The Network Advisory Council should investigate a plan for incorporating the holdings of the major state universities in the Oklahoma Union List (OCLC). Cost: Current responsibility

2. A study should be conducted which analyzes the requirements of Oklahoma libraries for microform catalogs. Such a study is the responsibility of the ODL. Cost: Two month ODL consultant.

5.2.3 Oklahoma Union List of Serials

Priority: A

Task: 1. The OKULS Project should be coordinated by the Network Advisory Council. A study should be accomplished which investigates the pros and cons of incorporating the list within the OCLC serials data base. Cost: Current responsibility.

5.2.4 OTIS/OCLC Network Plan

Priority: A

Task: 1. The Network Advisory Council should develop a plan for the most effective use of OCLC and OTIS. This plan should address routing protocols and should be drafted with the input of AMIGOS staff. Cost: Current responsibility.

5.2.5 Reference and Referral Service

Priority: B

Task 1. Study feasibility and costs of providing a reference and referral service involving the Tulsa City-County, the Metropolitan Library System (Oklahoma City), and ODL. Prepare a proposal for an LSCA study grant. Cost: Six person months (two each from each library) from existing staff.

5.2.6 Film Service

Priority: A

Task: 1. A study should be conducted which investigates how film service can be provided to non-system libraries. This study should also attempt to determine the specific requirements for film service in the state and the ability of those who need the service to pay for it.

5.2.7 Delivery Network

Priority: B

Task: 1. Feasibility and cost study for a document delivery system among libraries in the Tulsa-Oklahoma City-Stillwater area. Cost: Network Advisory Council Task, with outside consultant assistance. $10,000.

5.2.8 School-Public Library Cooperation Plan

Priority: A

Task: 1. Oklahoma Department of Libraries and the Oklahoma Department of Education to develop a plan of cooperative action. Cost: ODL Director and staff. About six person months.

5.3 Continuing Education, Personnel Development, and Recruitment

5.3.1 Discover Critical Training Needs

Priority: A

Task: 1. Continuing education for librarians. Needs survey and needs analysis. Cost: Two person months of ODL staff in collaboration with the School of Library Science at the University of Oklahoma.

2. Develop needs profile by geographic area and size of library. Cost: One-half ODL person month with one summer intern for three months.

3. Develop program plan. Invite librarians and trustees to regional workshops on continuing education needs. Cost: Two person months of ODL staff member plus travel costs of participants.

5.3.2 Program to Fulfill Needs (5.3.1)

Priority: A

Tasks:

4. Design program. From plan developed in Task 3 with trustees and librarians, design content of program, identify instructors/facilitators. Seek OLA sponsorship. Involve School of Library Science. Cost: Two person months of ODL staff member.
5. Delivery systems. ODL with OU faculty and Oklahoma Department of Education explore delivery systems, e.g., two-way television, workshops, "circuit riders", ODL consultants, and others. Cost: One person month of ODL staff member.
6. Recruitment of new staff. Provide information and assistance to libraries needing staff replacements, e.g., referrals of candidates, job column in Oklahoma Librarian, ODL Source, etc.

5.4 Public Awareness

5.4.1 Local Awareness Plan

Priority: B

Tasks:

1. Local librarians and board members to develop a plan for making their communities more aware of the value of the library to the community. Friends of the Library might be organized in every community. Cost: One person month of librarian and board from existing staff.
2. ODL to provide assistance in public relations methods at the request of local libraries. Cost: Two person months.

3. Supervise a Governor's Conference follow-on program for delegates to inform the rest of the public. Cost: Two person months from existing ODL staff.

5.4.2 Legislative Awareness Program

Priority: A

Tasks: 1. Oklahoma Library Association and the Oklahoma Library Trustees Association to develop legislative awareness program. Trustees of all libraries should meet with their legislators twice a year. Cost: Library board task and OLA Legislative Committee responsibility.

2. Develop a special publication geared to the legislative community which deals with the status, growth, and needs of Oklahoma libraries. Cost: Two person months per year.

5.5 Increase State Aid

5.5.1 Build Statistical Justification from Local Analyses

Priority: A

Tasts: 1. OLA Trustees Association to develop a plan and format for presenting accumulated statistics to legislature.

2. ODL to supervise the gathering and interpretation of relevant local statistics for incorporation into OLATA planning. Cost: Two months over six month period from current staff.

5.6 Expand Oklahoma Department of Libraries Services

5.6.1 ODL Staff

Priority: A

Tasks: 1. ODL Director to develop staffing plan and costs for bringing the agency to its full strength. Cost: One person month.

2. ODL Director and Board to present full budget to the Governor with phase-in program for the next two years. Cost: ODL Director task.

5.6.2 ODL Facilities

Priority: B

Task: 1. Upgrade ODL communications system. Install toll-free number for easy access by libraries in Oklahoma.

				ANNUAL EFFORT									
NUMBER	PAGE	PROGRAM/TASK	PRIORITY	1	2	3	4	5	6	7	8	9	10
5.1.1		Local Needs Analysis	A										
		1. Analysis Format		X									
		2. Workshop			X								
		3. Training			X								
		4. Operation				X	—	—	—	—	—	—	X
5.1.2		Develop Standards	A										
		1. Update standards			X								
		2. Standards Information Dissemination				X	—	—	—	—	—	—	X
		3. Legal Amendment					X						
5.1.3		Resource Inventory	B										
		1. Inventory			X	X							
		2. Publish Directory				X							
5.2.1		Area Cooperatives	A										
		1. Area Workshops		X	—	—	—	X					
		2. Consultant Workshops		X	X								
5.2.2		Union Catalog	A										
		1. Incorporation of University Holdings				X							
		2. Microform Study					X						
5.2.3		Oklahoma Union List of Serials	A										
		1. OKULS/OCLC Study			X								
5.2.4		Oklahoma Network Plan	A										
		1. Plan for OTIS/OCLC Interface		X	X								
5.2.5		Reference and Referral Service	B										
		1. Resource Library Reference Service Study Grant						X	X				
5.2.6		Film Service	A										
		1. Non-system Library Film Service Study		X	X								
5.2.7		Delivery Network	B										
		1. Document Delivery System Study						X					
5.2.8		School-Public Library Cooperative Plan	A										
		1. ODL and Oklahoma Department of Education Plan of Action			X								

				ANNUAL EFFORT									
NUMBER	PAGE	PROGRAM/TASK	PRIORITY	1	2	3	4	5	6	7	8	9	10
5.3.1		Discover Critical Training Needs	A										
		1. Needs Analysis		X	X								
		2. Needs Profile			X								
		3. Program Plan and Implementation				X	—	X					
5.3.2		Training Program	A										
		1. Program Design				X							
		2. Training Delivery System				X							
		3. Recruitment Plan			X								
5.4.1		Local Awareness Plan	B										
		1. Develop Guidelines for Awareness Program							X				
		2. ODL Assistance Strategy							X				
		3. Governor's Conference Follow-Up		X									
5.4.2		Legislative Awareness Program	A										
		1. Develop Guidelines -- OLA and OLTA		X									
		2. Organization of Legislative Awareness Publication				X							
5.5.1		Statistical Justification	A										
		1. Develop Statistical Formats		X									
		2. Local Statistics Collection		X	—	—	—	—	—	—	—	—	X
5.6.1		ODL Staff	A										
		1. Staffing Plan		X									
		2. Budget Plan		X									
5.6.2		ODL Facilities	A										
		1. Upgrade Communications		X									

APPENDIX A

QUESTIONNAIRES

LIBRARY QUESTIONNAIRE FOR OKLAHOMA COUNTY COMMISSIONERS

How are you made aware of the policies and services of the library in your community? (Check one or more)

_____Personal contact with library staff member

_____Annual or other reports

_____Media

_____Personal use

_____No formal attempt is made to make me aware

_____Other

Compared to other publicly funded services, how much political visibility do libraries and library boards have in your county?

_____Above Average _____Average _____Below Average

Do you think library service is or may be an incentive to industry to locate in the area?

_____Yes _____No _____No Opinion

What is your impression of where the library stands with regard to total city/county service?

_____The library is given higher priority than its services merit and receives more money than it should

_____The library is given reasonable priority among city/county services and receives about the right amount of money

_____The library is undervalued among city/county services and hence receives less revenue than it needs

REMARKS:

Thank you very much for your cooperation.

SYSTEM SATISFACTION INDEX

I. Instructions

Following is a list of programs and services currently offered by multi-county or city-county library systems in Oklahoma and in other parts of the country. We would like to have your opinion of these services expressed in the following three ways:

(1) Importance: Indicate how important it is or would be to the quality of service offered by your library branch to have this program provided by the library system of which you are a part or by the state library. Circle the number that corresponds to your rating; "0" indicates "no importance whatever", "4" indicates "extremely important".

(2) Effectiveness: Indicate how well the program functions in meeting the needs of your library branch. If the program is not offered by your system or the state library, please circle "0". "1" indicates "not effective", "4" indicates "very effective".

These two ratings should not necessarily correspond. For instance, a program may be rated "4", very important to your library, but "0", not offered. Conversely, a program may be rated "0", "no importance whatever" and yet could conceivably be "4" very effective.

(3) Place a check mark in the space under "state library only" if you feel that this program should be provided by the state library and not by systems.

(4) Place a check mark in the space under "state library also" if you feel that this program should be provided by the state library as well as by individual systems.

Service	Importance	Effectiveness	State Library Only	State Library Also
(1) Collection building and development	0 1 2 3 4	0 1 2 3 4	______	______
(2) Development of reference collection at system service center	0 1 2 3 4	0 1 2 3 4	______	______
(3) Coordinated interlibrary loan services, including photocopy service	0 1 2 3 4	0 1 2 3 4	______	______
(4) Rotating film collections	0 1 2 3 4	0 1 2 3 4	______	______
(5) Systemwide computerized circulation	0 1 2 3 4	0 1 2 3 4	______	______
(6) Systemwide computerized cataloging	0 1 2 3 4	0 1 2 3 4	______	______
(7) Sharing or exchanging of staff members between branch libraries	0 1 2 3 4	0 1 2 3 4	______	______
(8) Systemwide book selection meetings with copies of books provided for examination	0 1 2 3 4	0 1 2 3 4	______	______
(9) Centralized book acquisition	0 1 2 3 4	0 1 2 3 4	______	______
(10) Centralized acquisition of audio-visual materials	0 1 2 3 4	0 1 2 3 4	______	______
(11) Centralized acquisition of audio-visual equipment	0 1 2 3 4	0 1 2 3 4	______	______
(12) Centralized materials processing	0 1 2 3 4	0 1 2 3 4	______	______
(13) Union catalogs and union lists	0 1 2 3 4	0 1 2 3 4	______	______
(14) Development of catalogs for specialized holdings	0 1 2 3 4	0 1 2 3 4	______	______
(15) Staff development programs	0 1 2 3 4	0 1 2 3 4	______	______
(16) Assistance in staff recruitment and evaluation	0 1 2 3 4	0 1 2 3 4	______	______
(17) Bookmobile programs	0 1 2 3 4	0 1 2 3 4	______	______
(18) Books-by-mail program	0 1 2 3 4	0 1 2 3 4	______	______
(19) Systemwide document and materials delivery program	0 1 2 3 4	0 1 2 3 4	______	______
(20) Publication and publicity services	0 1 2 3 4	0 1 2 3 4	______	______
(21) Subject specialization in acquisitions by branch libraries	0 1 2 3 4	0 1 2 3 4	______	______
(22) Bibliographic data-base searches	0 1 2 3 4	0 1 2 3 4	______	______

	Service	Importance	Effectiveness	State Library Only	State Library Also
(23)	Development of selection policies, system objectives, and other policy statements	0 1 2 3 4	0 1 2 3 4		
(24)	Cooperative printing and/or binding services	0 1 2 3 4	0 1 2 3 4		
(25)	Consultant services in specialized areas (e.g., building, children's services)	0 1 2 3 4	0 1 2 3 4		
(26)	Centralized storage of little-used materials	0 1 2 3 4	0 1 2 3 4		
(27)	Establishment of cooperative agreements with school, academic, and special libraries for reciprocol borrowing of materials	0 1 2 3 4	0 1 2 3 4		
(28)	Adult education and other public service programming	0 1 2 3 4	0 1 2 3 4		
(29)	Library-originated TV programming	0 1 2 3 4	0 1 2 3 4		
(30)	Programs for minority or disadvantaged groups	0 1 2 3 4	0 1 2 3 4		

II. Instructions

Following is a list of possible functions that may be carried out by the systems service center or headquarters of a multi-county or city-county library system. Please rate these functions in the following ways:

(1) Importance - in the overall scheme of systems management, how important is it that the systems service center perform this particular function? Rate "0" for "not important at all" to "4" for "very important".

(2) Effectiveness - how well is the system service center actually performing this function at the present time? Rate "0", "not performing at all" through "4", "performing very well".

Again, the two ratings need not correspond.

Service	Importance	Effectiveness
(1) Coordinating programs and activities among system branches	0 1 2 3 4	0 1 2 3 4
(2) Involving branch libraries in policy-making and goal-setting	0 1 2 3 4	0 1 2 3 4
(3) Encouraging innovation and experimentation	0 1 2 3 4	0 1 2 3 4
(4) Adequately staffing all library branches	0 1 2 3 4	0 1 2 3 4
(5) Adequately servicing and maintaining bookmobiles or other systemwide equipment	0 1 2 3 4	0 1 2 3 4
(6) Maintaining visibility and representation for the system in local, regional, and statewide library and non-library circles	0 1 2 3 4	0 1 2 3 4
(7) Evaluating and improving library service in the system area	0 1 2 3 4	0 1 2 3 4
(8) Fostering cooperation between the system and libraries outside the system	0 1 2 3 4	0 1 2 3 4
(9) Other (Specify additional function here:_________________________)	0 1 2 3 4	0 1 2 3 4

Select the one alternative that best describes your library and enter the number . . . . ____ 20

PQ2

1. Public library
2. Academic library
3. Institutional library (e.g., hospital, prison, governmental agency libraries)
4. School library
5. Branch of multi-county or metropolitan city-county library system
6. Other (Specify) ______________________________

In which geographical area of Oklahoma is your library located. . . . . ____ 21

PQ3

1. Central Oklahoma
2. Northeastern Oklahoma
3. Northwestern Oklahoma
4. Southeastern Oklahoma
5. Southwestern Oklahoma

Approximately how many volumes does your library hold? . . . . ____ 22

PQ4

1. 0-10,000
2. 10,000-50,000
3. 50,000-100,000
4. More than 100,000

What is the approximate size of the population served by your library?. . . . . ____ 23

PQ5

1. 0-2,000
2. 2,000-10,000
3. 10,000-25,000
4. 25,000-50,000
5. More than 50,000

Should city-supported libraries extend services to residents of the surrounding counties and/or neighboring cities? Enter the number of the response that best describes your opinion . . . . . ____ 24 PQ6

1. Yes, with no charge
2. Yes, with a charge to the individual user
3. Yes, but only when the county or state provides some reimbursement
4. No
5. No opinion

In your opinion, should multi-county systems offer services to adjacent non-affiliated counties? Enter the appropriate number. . . . . ____ 25 PQ7

1. Yes, without charge
2. Yes, if reimbursed
3. No
4. No opinion

In which of the following multi-library enterprises does your library or branch participate? (Check as many as apply.)

a. A multi-county system or metropolitan city-county system. . . . . ____ 26 PQ 8
b. Oklahoma Teletype Interlibrary System . . . . ____ 27 9
c. Regional network (Specify Network: ____________________) ____ 28 10
d. Cooperative arrangement with local academic institution . ____ 29 11
e. Cooperative arrangement with neighboring public libraries . . . . ____ 30 12
f. Other (Specify) ______________________________ . . . ____ 31 13

Do you have a reciprocal borrowing card arrangement with any other libraries? Place a "1" at right if your answer is "yes," place a "2" at right if your answer is "no" . . . . ____ 32 14

1. Yes
2. No

Please name other libraries with which you have reciprocal borrowing card arramgement:______________________________

PQ15 Which of the following most closely approximates your feelings with regard to resource sharing between libraries? Enter appropriate number. . . . . ___ 33

1. Library resources should be used as widely as possible, so larger libraries would be willing to loan any circulating materials to smaller libraries even if there is little need to borrow from smaller libraries
2. Certain areas of a collection should remain available for the supporting clientele of the library, so libraries should loan freely to outside patrons or libraries only a designated portion of materials
3. Libraries are funded by a certain clientele and primary responsibility is to that clientele, so larger libraries should not be loaning their materials to outside patrons or libraries without costs being covered by the borrowing library or the state
4. Large libraries should maintain their collection for the convenience of those who come there to use the collection, so interlibrary loan should be held to a minimum, even if costs could be recovered.

Please prioritize the five activities you feel would be most suitable within a cooperative arrangement exclusive of multi-county or metropolitan city-county systems. Mark the activities 1 to 5 in order of suitability. 1 is the most suitable; 5 the least. Leave the remaining spaces blank.

PQ16	a.	Reciprocal borrowing privileges	___ 34
17	b.	Expanded interlibrary loan services, including photocopy and document delivery.	___ 35
18	c.	Reference services.	___ 36
19	d.	Mutual notification of purchases.	___ 37
20	e.	Publication program	___ 38
21	f.	Catalog card production or other cataloging support .	___ 39
22	g.	Joint purchasing of materials	___ 40
23	h.	Centralized processing of materials	___ 41
24	i.	Assigned subject specialization in acquisitions . . .	___ 42
25	j.	Central resource, storage, or bibliographic center. .	___ 43
26	k.	Joint administration.	___ 44
27	l.	Shared staff or in-service training	___ 45

(Continued)

m.	Audiovisual services.	___ 46	PQ28
n.	On-line data bases.	___ 47	29
o.	Rotating or long-term loan collections.	___ 48	30
p.	Joint research projects	___ 49	31
q.	Union lists	___ 50	32
r.	Microfilming activities	___ 51	33
s.	Others (Specify) ________________________ . . .	___ 52	34

How do you feel about initiating cooperative arrangements in view of your present work load and staff?. . . . . ___ 53 35

1. Would consider if I had more staff or time
2. Would consider if I knew better how to go about it
3. Presently participate or am negotiating for such arrangements
4. Have no need for cooperative arrangements
5. Am opposed to cooperative arrangements as a matter of principle
6. No opinion

What cooperative arrangements do you feel would best serve the needs of institutional libraries in Oklahoma?. . . . . ___ 54 PQ36

1. Cooperation between institutional libraries in a given geographical area
2. Cooperation between institutional libraries throughout the state
3. Cooperation between institutional libraries serving the same kind of institution (e.g., hospitals, prisons)
4. Cooperation between institutional libraries and other types of libraries in the same area.
5. Institutional libraries should not enter into cooperative arrangements with other libraries
6. No opinion

Rank the following reasons for a library to undertake interlibrary cooperation in the order of their importance to you by placing a "1" beside the most important, "2" beside the next most important and so on to "7" for the least important.

PQ37	a.	Share resources	____ 55
38	b.	Expand and improve existing services.	____ 56
39	c.	Cut costs	____ 57
40	d.	Share staff	____ 58
41	e.	Obtain grants	____ 59
42	f.	Undertake projects or services one library could not do alone.	____ 60
43	g.	Other (Specify: ____________________________) . .	____ 61

Rank the following barriers to interlibrary cooperation in the order of their importance in your opinion. Rank the most imposing barrier "1" and so on through "7" for the least imposing barrier.

PQ44	a.	Lack of public interest, concern, or knowledge of potential library services.	____ 62
45	b.	Resistance among librarians and library staffs to the idea of cooperation	____ 63
46	c.	Fear of loss of local autonomy.	____ 64
47	d.	Lack of adequate funds.	____ 65
48	e.	Complacency, apathy, and inertia among librarians . . .	____ 66
49	f.	Lack of knowledge about how to implement cooperative ideas.	____ 67
50	g.	Other (Specify: ____________________________) . . .	____ 68

Please describe automated (computer-supported) activities in your library:

What area(s) of library service are now automated or partly automated? (Check as many as apply.)

PQ51	a.	Cataloging.	____ 69
52	b.	Circulation	____ 70
53	c.	Acquisition	____ 71
54	d.	Bibliographic searching	____ 72
55	e.	Reference (non-Bibliographic data base searching) . .	____ 73
56	f.	Other (Specify) ____________________________. . .	____ 74

Hardware/equipment within the library supporting such activities (give brand name and model number where known):

____

____

____

Hardware/equipment outside the library supporting library activities (give brand name and model number where known):

____________________ ____________________

____________________ ____________________

____________________ ____________________

Who owns or leases the equipment?. . . . . ____ 75 PQ57

1. The library
2. Agency of government
3. Private corporation
4. Combination of two or more of the above

Online search services presently utilized: (Please name)

____

____

Average monthly connect-hours for online services: . . . . ____ 76 PQ58

What immediate plans does your library have for further automation?

____

____

____

PQ59 What is the single major problem that impedes the smooth functioning of present computerized applications in your library? . . . . ____ 77

1. Hardware downtime
2. Staff resistance
3. Problems involving networks of which the library is a part
4. High cost
5. Other (Specify) ______________________________

PQ60 Have any cost evaluations been done for the automated systems? . . . . ____ 78

1. System is cost effective
2. System is not currently cost effective
3. No evaluation has been done

List the functions you feel could be improved by being automated. (Check as many as apply.)

PQ61 a. Acquisitions. . . . . ____ 1
62 b. Circulation . . . . ____ 2
63 c. Cataloging. . . . . ____ 3
64 d. Reference . . . . ____ 4
65 e. Other (Specify) ______________________________ ____ 5

What do you feel are the major obstacles to further automating functions within your library? (Check as many as apply.)

PQ66 a. High cost of automation . . . . ____ 6
67 b. Lack of knowledge . . . . ____ 7
68 c. Attitudes of staff. . . . . ____ 8
69 d. Attitudes of board of trustees or other governing body. . . . . ____ 9
70 e. Not needed. ____ 10
71 f. Other (Specify) ______________________________ . . . ____ 11

PQ72 Do you think that there should be a statewide effort to coordinate automated library activities?. . . . . ____ 12

1. Yes
2. No
3. No opinion

Does your library have written objectives? . . . . ____ PQ73
13

1. Yes
2. No

Who formulated the objectives of your library, written or unwritten? . . . . ____ PQ74
14

1. Formulated by Library Board or library committee, reviewed by director
2. Formulated by Library Board and director working in conjunction
3. Formulated by director and reviewed by Library Board
4. Formulated by director and staff, reviewed by Library Board
5. Formulated by the head of the agency responsible for the library
6. Other (Specify) ______________________________
7. Don't know

Enter the year in which the objectives were written or formulated. . . . . 19__ PQ75
15-16

What is the basis for the objectives? (Check as many as apply.)

a. The American Library Association's Minimum Standards for Public Library Systems. . . . . ____ PQ76
17
b. Oklahoma Public Library goals . . . . ____ 77
18
c. Community analysis and needs assessment . . . . ____ 78
19
d. Others (Specify) ______________________________. . . ____ 79
20

How often are these objectives reviewed? . . . . ____ 80
21

1. Annually
2. More often than annually
3. Every 2 to 4 years
4. Every 5 years or more
5. Objectives are not reviewed on any regular basis

Who conducts the review of library objectives? (Check as many as apply.)

a. Director with input from staff. . . . . ____ PQ81
22
b. Director with input from patrons. . . . . ____ 82
23
c. Library Board with input from director. . . . . ____ 83
24
d. No review is conducted. . . . . ____ 84
25
e. Other (Specify) ______________________________ . . . ____ 85
26

How do you measure the progress toward the achievement of these objectives? (Check as many as apply.)

PQ86 a. Compilation of relevant statistics. . . . . ____ 27
87 b. Periodic user studies/questionnaire surveys . . . . . ____ 28
88 c. Formal evaluation sessions between director and staff and/or board. . . . . ____ 29
89 d. Request evaluation by outside evaluator (e.g., state agency, consultant) . . . . ____ 30
90 e. Other (Specify) ______________________ . . . ____ 31
91 f. Progress not measured by any formal method. . . . . . ____ 32

Has your library or branch ever conducted a local "needs analysis" to identify unserved needs of your community? . . . . ____ 33

PQ92
1. Yes
2. No

If your answer to the above item was "Yes", to what extent were needs met by subsequent programs? Enter appropriate number. . . . . ____ 34

PQ93
1. Most identified needs now served
2. Library is able to serve only some identified needs

Please list the two or three most pressing presently unmet needs to which, in your opinion, the library should address itself, whether or not your library has conducted a survey.

____

____

____

What outside factors most influence the long-range planning of your library? (Indicate the factor which has the greatest influence by entering a "1" in the appropriate space. Also mark the factor that has the second greatest influence "2" and the third greatest influence "3".)

PQ94 a. Economic/population trends, social needs, etc. . . . ____ 35
95 b. Policy of library system of which library is a branch. . . . . ____ 36
96 c. Policy of Oklahoma Department of Libraries. . . . . . ____ 37
97 d. Attitudes of local government officials . . . . ____ 38
98 e. Actions of other libraries in Oklahoma. . . . . ____ 39
99 f. Attitudes of library users. . . . . ____ 40

(Continued)

g. Actions of libraries outside Oklahoma . . . . ____ 41 PQ100
h. Ideas seen in professional literature . . . . ____ 42 101
i. Others (Specify) ______________________ . . . ____ 43 102

Who most influences long-range planning of your library? (Indicate the greatest influence by entering a "1" in the appropriate space. Also mark the factor that has the second greatest influence "2" and the third greatest influence "3".)

a. Director. . . . . ____ 44 PQ103
b. Staff members . . . . ____ 45 104
c. Library board . . . . ____ 46 105
d. Library board and director. . . . . ____ 47 106
e. Other (Specify) ______________________ . . . ____ 48 107

The public library may be viewed as a many-faceted institution. Of the following, which is the first and foremost way you view the public library? Enter the number of the one most applicable . . . . ____ 49 PQ108

1. As a business
2. As a public service institution to respond to public demand
3. As an educational institution
4. As a cultural institution
5. As an information institution
6. As a children's service
7. As a recreational institution

How many professional librarians (those with a fifth-year degree in Library Science) do you have on the staff of your library or branch? . . . . ____ 50-51 PQ109

In your opinion, is the number of trained professional librarians on your library staff . . . . ____ 52 PQ110

1. More than is needed for good library service
2. Sufficient for good library service
3. Insufficient for good library service

What keeps you from adding to your professional library staff? (Check as many as apply.)

PQ111 a. Do not need more professional staff . . . . ____ 53
112 b. Lack money in the budget. . . . . ____ 54
113 c. Cannot find professionals available in Oklahoma . . . ____ 55
114 d. Librarian does not need a professional degree to do a good job. ____ 56
115 e. Other (Specify) ______________________ . . . ____ 57

In your opinion, is there a sufficient number of professional librarians serving in Oklahoma libraries? Enter appropriate number in each space.

PQ116 Public libraries: 1. Yes 2. No 3. Don't know. . . ____ 58
117 Academic libraries: 1. Yes 2. No 3. Don't know. . . ____ 59
118 School libraries: 1. Yes 2. No 3. Don't know. . . ____ 60
119 Institutional Libraries: 1. Yes 2. No 3. Don't know. . . ____ 61

Check the professional journals read by staff members at your library. (Check as many as are read by any of the staff.)

PQ120 a. Library Journal . . . . ____ 62
121 b. School Library Journal. . . . . ____ 63
122 c. Oklahoma Librarian. . . . . ____ 64
123 d. Wilson Library Bulletin . . . . ____ 65
124 e. Special Libraries . . . . ____ 66
125 f. Reference Quarterly . . . . ____ 67
126 g. Horn Book . . . . ____ 68
127 h. School Media Quarterly. . . . . ____ 69
128 i. Library Trends . . . . ____ 70
129 j. Journal of Library Automation . . . . ____ 71
130 k. American Libraries. . . . . ____ 72
131 l. College and Research Libraries. . . . . ____ 73
132 m. Other (Specify) ______________________ . . . ____ 74

Enter the total number of staff employed by the library. Include clerical and technical staff but exclude plant

PQ133 operation and maintenance staff . . . . ____ 75-77

How many staff members belong to the American Library Association? (Enter the number in the space provided.). . . . . ____ 78-79 PQ134

How many staff members belong to the Oklahoma Library Association? . . . . ____ 1-2 135

How many staff members belong to the Southwestern Library Association? . . . . ____ 3-4 136

Is there an active staff association in your library? . . . . . ____ 5 137

1. Yes
2. No

How many hours per week is your library open?. . . . . ____ 6 PQ138

1. 0-20
2. 20-30
3. 30-50
4. Over 50

How many individuals serve on the Library Board or other governing body?. . . . . ____ 7-8 PQ139

How many Library Board members belong to the American Library Trustee Association? . . . . ____ 9-10 PQ140

Does your library allow time and/or pay for the following activities engaged in by staff members? (Check as many as apply.)

	Allow Time	Pay For	
a. Membership in professional association	____ 11	____ 12	PQ141-2
b. Attendance at state conferences . . .	____ 13	____ 14	143-4
c. Attendance at Southwestern Library Association conferences	____ 15	____ 16	145-6
d. Attendance at National conferences. .	____ 17	____ 18	147-8
e. College courses in library science. .	____ 19	____ 20	149-50
f. Speaking engagements by staff member at local functions.	____ 21	____ 22	151-2
g. Oklahoma Department of Libraries continuing education activities . . .	____ 23	____ 24	153-4
h. Other (Specify) ______________ . .	____ 25	____ 26	155-6

PQ157 Is each social segment of the community represented by a spokesman on the library or system board? . . . . _____ 27

1. Only a few segments of the community are represented on the library or system board
2. Most segments of the community are represented on the library or system board
3. All appropriate segments of the community are represented on the library or system board
4. Don't know

PQ158 How often does the library or system board meet? . . . . _____ 28

1. More frequently than once a month
2. Once a month
3. Several times a year but not as often as once a month
4. Once a year
5. Less than once a year
6. There is no library board

PQ159 Which of the following would you say most characterizes the role of the library or system board? . . . . _____ 29

1. Initiates policy and leads the library or system director in setting library goals
2. Occasionally initiates policy but generally tends to review and modify policies initiated by library or system director
3. Generally follows the lead of the library or system director and occasionally will modify policy
4. Takes an active role in certain policy areas (e.g., financial policy) and a passive role in other areas
5. Other (Specify)________________________________

Which of the following regularly maintain(s) direct contact with local government? (Check as many as apply.)

PQ160 a. The director. . . . . _____ 30
161 b. The director and the library board. . . . . _____ 31
162 c. Key library board members . . . . _____ 32
163 d. Staff member regularly assigned to carry out this task. . . . . _____ 33
164 e. Other (Specify) ____________________________ . . . _____ 34

In your opinion, should elected public officials serve on library or system boards? Enter the number of the statement most approximating your opinion. . . . . _____ 35 PQ165

1. Elected officials should be required to make up a portion of every library or system board
2. Elected officials should be allowed to serve on a library or system board
3. Elected officials should be barred from serving on a library or system board
4. No opinion

Who most often makes the decision to institute or abandon a program? (Rank the following "1" most often responsible to "7" least often responsible. Assign a number from 1 to 7 to each item. Do not use a particular number more than once.)

a. Area specialist responsible for the program, e.g., children's librarian. . . . . _____ 36 PQ166
b. Library director on own initiative. . . . . _____ 37 167
c. Library director in consultation with staff . . . . _____ 38 168
d. Board of Trustees . . . . _____ 39 169
e. Director at the suggestion of users . . . . _____ 40 170
f. Branch library. . . . . _____ 41 171
g. Others (Specify or write "no other") _______________ . . _____ 42 172

Approximately what percentage of staff hours were spent in carrying out library programs outside the library grounds last year? (E.g., visiting schools, story-hour-in-the-park, radio programming, shut-in-delivery.). . . . . _____% 43-44 PQ173

How many school classes or other organized groups of visitors toured the library or branch in the past year? . . . . _____ 45 PQ174

1. 0-10
2. 11-40
3. More than 40
4. Don't know

PQ175 How much of the total library program is involved with aiding school students in the completion of their required school work? . . . . ______ 46

1. More than half
2. About a quarter
3. Less than a quarter
4. Almost none
5. Don't know

PQ176 Which of the following best describes the use of your library by school students? (Enter the number of the one answer best approximating the situation in your library.) . . . . ______ 47

1. Use mainly of encyclopedias, moderate reference use, moderate circulation of pertinent materials
2. Significant strain on certain subject areas during school year, heavier load on certain staff members handling student needs, but library is able to cope effectively with these strains
3. Heavy drain on certain subject areas, heavy involvement of staff to handle student needs, sometimes reaches point where library is unable to satisfy needs of all students
4. Library is so heavily used by students that we do not have resources to handle student needs adequately
5. Large classroom collections or loans are regularly made to schools

Does the library have a written materials selection policy? . . . . ______ 48

PQ177
1. Yes
2. No

Does the library have a formal procedure for handling complaints from patrons about materials they consider inappropriate for a public library? . . . . ______ 49

PQ178
1. Yes
2. No

Approximately how many such complaints were processed during the last year? . . . . ______ 50 PQ179

1. Less than 5
2. 5-10
3. 10-30
4. More than 30
5. Don't know

If there were no constraints on providing library services, what new or additional service(s) would you most like to provide?

____

____

____

Which of the following people in your community know you by name? (Check as many as apply.)

a. Mayor of city or County Commissioner. . . . . ______ 51 PQ180
b. County auditing officer . . . . ______ 52 181
c. Member of county excise board . . . . ______ 53 182
d. Other local politician. . . . . ______ 54 183
e. Chamber of Commerce official. . . . . ______ 55 184
f. Officer of local industry . . . . ______ 56 185
g. Superintendent of schools . . . . ______ 57 186
h. Principal of local school . . . . ______ 58 187
i. Teacher of local school . . . . ______ 59 188
j. School librarian. . . . . ______ 60 189
k. None of the above . . . . ______ 61 190

Do you feel that libraries that do not belong to library systems should receive state financial aid?. . . . . ______ 62 191

1. Only library systems should receive state aid
2. Only systems and non-affiliated public libraries above a certain size should receive state aid
3. All public libraries should receive aid on a pro-rated basis according to size
4. Small, non-system public libraries should receive more aid than others in order to increase their service capabilities

Should the Oklahoma Department of Libraries offer money as incentive for special program development (e.g., shut-in delivery, mail-a-book)? . . . . ____ 63

PQ192
1. Yes
2. No
3. No opinion

What do you consider to be the mission of the Oklahoma Department of Libraries? Please rank the following, marking "1" for most important, "2" for next most important, through "9" for least important.

PQ193 a. Dispense money to libraries . . . . ____ 64
194 b. Offer centralized services to Oklahoma libraries. . . ____ 65
195 c. Lobby for libraries with state legislature. . . . . . ____ 66
196 d. Statewide planning, coordination, and evaluation of services. . . . . ____ 67
197 e. Set state standards for library service . . . . ____ 68
198 f. Back up for services of other libraries . . . . ____ 69
199 g. Develop library service where there is none and improve library service where it is inadequate. . . . ____ 70
200 h. Provide leadership and support for libraries in the state . . . . ____ 71
201 i. Other (Specify) ______________________________ . . . ____ 72

In light of this primary mission, how do you assess the performance of the Oklahoma Department of Libraries?. . . . . ____ 73

PQ202
1. Helps my library occasionally
2. Does an excellent job for all libraries in the state
3. May be improved on statewide basis, but does very well with regard to my library
4. Does well for some libraries but does not help my library
5. Needs to be better in all areas

How much direct contact, excluding interlibrary loan services, do you initiate with Oklahoma Department of Libraries . . . . ____ 74

PQ203
1. Contact them less than once a year
2. Contact them about once a year
3. Contact them about once a month
4. Contact them about once a week or more

Which of the following most closely approximates your view of the ad valorem tax in your area? . . . . ____ 75 PQ204

1. A good tax fairly administered
2. Would be a good tax if assessments were updated to keep pace with inflation and true property values
3. Would be a good tax if collected and distributed more fairly
4. Is a poor basis for library support
5. I am opposed to tax support for libraries

Do you prefer other alternatives? List: ______________________________

____

Should the Oklahoma Department of Libraries offer a toll-free telephone service to all libraries in Oklahoma in order to facilitate communication between ODL and libraries needing the aid or advice of the state library agency? . . . . ____ 76 PQ205

1. Yes
2. No

What services of Oklahoma Department of Libraries have you utilized in the past 3 years? (Check as many as apply.)

a. Assistance in grant application . . . . ____ 1 PQ206
b. Used consultant for planning. . . . . ____ 2 207
c. Government documents or reference . . . . ____ 3 208
d. Used the Oklahoma Teletype Interlibrary System. . . . . . ____ 4 209
e. Used film service . . . . ____ 5 210
f. Used Juvenile Book evaluation center. . . . . ____ 6 211
g. Other (Specify) ______________________________ . . . ____ 7 212
h. Have not utilized any Oklahoma Department of Libraries services in the past 3 years. . . . . ____ 8 213

Which of the following best characterizes the contact you have with local government officials? . . . . ____ 9 214

1. Occasional call or letter when business necessitates
2. Frequent contact during budget preparation, little otherwise
3. Frequent contact throughout the year
4. No contact

How do you maintain awareness of what is going on in local government circles? (Check as many as apply.)

PQ215 a. Read newspaper. . . . . ____ 10
216 b. On mailing list of some government offices. . . . . . ____ 11
217 c. Government officials inform public libraries of new programs and services . . . . ____ 12
218 d. Maintain personal contact with certain key individuals . . . . ____ 13
219 e. Other (Specify) ________________________________ . . . ____ 14

How do you keep local government officials aware of library services and programs? (Check as many as apply.)

PQ220 a. Personal contact with government officials. . . . . . ____ 15
221 b. Annual or monthly reports . . . . ____ 16
222 c. Circulate library newsletter. . . . . ____ 17
223 d. Carry on specific reference or other programs to aid government officials in meeting their information needs . . . . ____ 18
224 e. Public relations program in local media, with clippings to government officials . . . . ____ 19
225 f. Other (Specify) ______________________________ . . . ____ 20
226 g. Make no specific effort to reach this target audience. . . . . ____ 21

Which of the following most nearly approximates your feeling with regard to the library's visibility in county or city government? . . . . ____ 22

PQ227 1. The public library is highly visible in local government

2. The public library is one of a number of services seen as important in the community and its visibility depends upon the energy and effort of its director

3. The public library is taken for granted and only a highly energetic effort at publicity gains its visibility in local government

4. The public library is generally ignored in the councils of local government, regardless of efforts by the librarian

In your opinion, which of the following best characterizes coverage which the local media gives the library?. . . . . ____ 23 PQ228

1. Local media frequently looking for features on the library

2. Local media responsive to suggestions for features on the library or to library-generated articles

3. Local media require heavy pressure before they will feature library programs

4. Local media regularly covers Library Board meetings only

In your opinion, do local government officials ever see the library in terms of an incentive to draw industry to the area? . ____ 24 PQ229

1. They view it as an important incentive

2. They see the library as a weak incentive at best

3. They do not consider the library to be an incentive to industry at all

4. I don't know what the views of government officials are in this matter

Are there library services which your library along with or in conjunction with other libraries could conceivably offer were it not for legal barriers? . . . . ____ 25 PQ230

1. Yes

2. No

3. I don't know

What barriers do you see standing between your library and more financial support? (Check as many as apply.)

a. Lukewarm attitude of state government . . . . ____ 26 PQ231
b. Lukewarm attitude of local government . . . . ____ 27 232
c. Resistance of voters to paying more taxes . . . . ____ 28 233
d. Oklahoma Department of Libraries' policy for distribution of state money. . . . . ____ 29 234
e. Other (Specify) ________________________________. . . ____ 30 235

What percentage of your interlibrary loan requests utilize the Oklahoma Teletype Interlibrary System (OTIS) . . . . ____ 31 236

1. 100%

2. 80-99%

3. 50-79%

4. Less than 50%

What methods other than OTIS have you used to procure interlibrary loans? (Check as many as apply.)

PQ237 a. Request directly from neighboring public library . . . ____ 32
238 b. Request directly from large resource library in Oklahoma . . . ____ 33
239 c. Request directly from resource library out-of-state . . . ____ 34
240 d. Request directly from neighboring library system. . . ____ 35
241 e. Request directly from special or school library . . . ____ 36

Does your library have an OCLC terminal?. . . ____ 37

PQ242 1. Yes
2. No

Do you feel that OTIS service will be enhanced by the OCLC facility? . . . ____ 38

PQ243 1. Yes
2. No.
3. Don't know
4. Unfamiliar with OCLC

Do you anticipate widespread use of OTIS as a tool to access large data bases. . . . ____ 39

PQ244 1. Yes
2. No
3. Too early to tell
4. Didn't know until now that OTIS performs data base searches

How do you become aware of new OTIS services? (Check as many as apply.)

PQ245 a. ODL Source. . . . ____ 40
246 b. Personal contacts at other libraries. . . . ____ 41
247 c. Letter from OTIS. . . . ____ 42
248 d. Visit by consultant from the state library. . . . ____ 43
249 e. Announcement in professional magazine . . . ____ 44
250 f. Workshops . . . ____ 45
251 g. Other (Specify) ______________________ . . . ____ 46

How do you make your patrons aware of interlibrary loan services? (Check as many as apply.)

a. Sign in the library . . . ____ 47 PQ252
b. Newspaper articles. . . . ____ 48 253
c. Radio/TV announcements. . . . ____ 49 254
d. Posters in community. . . . ____ 50 255
e. Announcements at local meetings . . . ____ 51 256
f. Brochure. . . . ____ 52 257
g. Suggest to patrons in the library . . . ____ 53 258

When the local library does not have an item a patron requests, do you . . . ____ 54 259

1. Automatically suggest OTIS or other interlibrary loan resource
2. Selectively (i.e., to certain patrons only) suggest OTIS or other interlibrary loan resource
3. Wait for patron to ask for interlibrary loan service

What do you consider to be a satisfactory response time for receipt of interlibrary loan materials?. . . ____ 55 PQ260

1. 1 week or less
2. Between a week and 2 weeks
3. More than 2 weeks
4. Indeterminate, as satisfactory response time varies with the requests

Does OTIS satisfy the response requirement?. . . ____ 56 PQ261

1. Most of the time
2. Some of the time
3. Infrequently

Has your experience with resources other than OTIS led you to believe that response times are improved by bypassing OTIS?. . . ____ 57 PQ262

1. Some others tend to respond faster than OTIS, especially ______________________(name other)
2. In most cases, there is very little difference in response time no matter what interlibrary loan services I use
3. OTIS generally gives faster response than any others
4. No experience with other resources

Has your experience with other resources than OTIS led you to believe that fill rates are improved by bypassing OTIS?. . . . . ____ 58

PQ263

1. Some others tend to fill more requests than OTIS, especially ______________________ (name other)
2. There is no significant difference between OTIS and any others in fill rates in most cases
3. OTIS generally fills a greater percentage of requests than any other interlibrary loan service
4. No experience with other resources

What is the approximate annual (pro-rate) cost to your library (i.e., salaries, supplies, postage, telephone) for handling OTIS requests? Approximately $____________ 59-63

PQ264

Does grant money cover some or all of these costs? . . . . . ____ 64

PQ265

1. Yes, all costs
2. Yes, a significant amount of the costs
3. Yes, but only a small portion of the costs
4. No

Is your library an OTIS transmission-site? . . . . ____ 65

PQ266

1. Yes
2. No

Which of the following most closely approximates your view of OTIS in terms of geography? . . . . ____ 66

PQ267

1. The main resource centers utilized by OTIS are all in the Central Oklahoma and Tulsa region. Requests should be spread across the state letting the burden fall upon all regions equally
2. Requests should be channeled to those areas most likely to hold the material; since the major resources are in Central Oklahoma, requests should be filled predominantly by libraries in Central Oklahoma
3. Geographical distribution means nothing as it has little effect on whether my library gets the material it wants

Should the OTIS network be expanded to include non-public libraries other than major resource centers? . . . . ____ 67

PQ268

1. Yes, if they will make their collections available for use by all OTIS participants on the same basis as other participants
2. Yes, if they can pay their way
3. No

Which of the following most closely approximates your view of the optimal structure for OTIS?. . . . . ____ 68 PQ269

1. OTIS needs to be centralized, all requests going directly to a single point, allowing for easier control and data-gathering mechanisms, and a single switching center to route requests directly to appropriate libraries
2. Otis needs to be decentralized with the requesting library forwarding requests directly to whichever library the requestor feels is most likely to have the material.
3. OTIS needs to be localized, encouraging requests directly to libraries within the immediate area of the requesting library thus encouraging development and utilization of materials throughout the state

Does your library support the Oklahoma Interlibrary Loan Code? . . . . ____ 69 PQ270

1. Yes
2. No
3. Have not seen the code

What is your opinion of the code? . . . . ____ 70 PQ271

1. Very good
2. Adequate
3. Needs improvement

Please specify suggested improvements in the code:

____

____

Do you foresee coordinated book selection/acquisition programs as a result of OTIS and OCLC services?. . . . . ____ 71 PQ272

1. Yes
2. No
3. Don't know
4. Already participate in such programs (Briefly describe: ____)

Has OTIS improved your knowledge of and relationship with other libraries?. . . . . ____ 72 PQ273

1. Yes
2. No
3. Don't know

What do you see as the most pertinent improvements that could be made in OTIS structure, service capabilities, or other areas?

____

____

Would your library benefit from a machine-readable data base of major library holdings in Oklahoma? . . . . ____ 73

PQ274
1. Yes
2. No
3. No opinion

Would your library benefit from a union catalog of major library holdings in Oklahoma?. . . . . ____ 74

PQ275
1. Yes
2. No
3. No opinion

In your opinion, does OTIS provide a usable framework for the development of a statewide library network?. . . . . . . ____ 75

PQ276
1. Yes
2. No
3. No opinion

Do you feel that your library or branch has an adequate voice in the determination of OTIS policy and procedure? . . . . ____ 76

PQ277
1. Our opinions are solicited and considered by OTIS staff
2. Our opinion is never solicited and goes unheeded when offered
3. We have no desire to voice opinions regarding OTIS policy
4. There should be a formal mechanism allowing OTIS-participating libraries greater voice in determining OTIS policy
5. No opinion

Is your library part of a multi-county or metropolitan city-county library system?. ____ PQ278
77

1. Yes
2. No

If your answer was "yes", please answer questions 115 through 142, and question 150

If your answer was "no", please answer questions 143 through 150

Of what system is your library a branch? ______________________

In what year did you become a part of the system? 19__ PQ279
78-79

To what extent did your branch library contribute to the planning of the system? Enter the number of the statement most applicable to your branch library . . . . ____ PQ280
1

1. Provided input from the first formation of the idea of initiating this system, throughout the process of the system establishment, and continues to provide input in system planning
2. Provided input in the beginning, but at present exerts little or no influence in system planning
3. Was brought into the system planning process after the initial planning but before the system was voted into being by county voters; presently provides input
4. Was brought into existence when the system was established and presently contributes to system planning
5. Was brought into existence when the system was established, but does not give significant input
6. Has never been asked for or provided significant input into the system planning process
7. Other (Specify) ______________________________

In your opinion, would your library be better off outside of a system? . . . . ____ PQ281
2

1. Yes
2. No
3. No opinion

Has your branch made suggestions that certain services be added or withdrawn by the system?. . . . . ____ 3

PQ282
1. Yes
2. No
3. This is not something our branch should do; it is the job of the system board and director
4. No opinion

Do you feel that systems should charge fees to users for certain services that are expensive to provide?. . . . . . . ____ 4

PQ283
1. Yes, user fees should be widely instituted to off-set the high cost of good system service
2. Yes, but only for a very limited number of highly expensive services, such as data base searches
3. No, because I cannot foresee any such expensive services being provided by the system
4. No, because resident users should not be charged a fee for public library service under any circumstances

Do you believe the overall quality of services offered at your library has increased or decreased since your branch became a part of the system? . . . . ____ 5

PQ284
1. Increased
2. Remained the same
3. Decreased
4. Our library did not exist prior to the system

As a result of system services, has local use of your facility . . . . ____ 6

PQ285
1. Increased
2. Remained the same
3. Decreased
4. Library did not exist prior to system

List ways in which you think the local library services you offer could be improved by additional systems services.

____

____

____

Based on your experience, do you feel that the library system enables you to give the best possible service to patrons in your area?. . . . . ____ PQ286 7

1. Yes
2. No
3. No opinion

If your answer is "no", what alternative arrangement would enable you to give the best possible service to patrons in your area? ____

____

Do you view the library system as an encroachment on local authority?. . . . . ____ PQ287 8

1. Yes
2. No

If yes, explain ____

____

Since the system has been formed, which of the following best describes the present role of the local library board?. . . . . ____ PQ288 9

1. Board no longer meets
2. Board meets infrequently with no effect on policy
3. Board meets as frequently as before system formation but concerns itself only with local issues and problems
4. Board meets as frequently as before systems formation and reviews and appraises systems services as well as local issues
5. Others (Specify) ____________________________

Which of the following most closely approximates your view of your community's attitude toward systems services?. . . . . . ____ PQ289 10

1. The community is appreciative of the services available through the system
2. The community seems indifferent to whether or not the library is part of a system
3. The community is resentful of the library's loss of autonomy as part of a system
4. The community has sharply divided attitudes
5. I have no knowledge of the community opinion in this regard

In your opinion, should all counties in Oklahoma belong to a multi-county or metropolitan city-county library system? . . ______ 11

PQ290
1. Yes
2. No
3. No opinion

Which one of the following best describes the prevailing relationship between your branch and the system board? . . . ______ 12

PQ291
1. The system board pays little attention to the needs and problems of the individual branch
2. The system board is aware of the needs and problems of the individual branch, but systems resources are not adequate to meet these needs and solve these problems
3. The system board is aware of the needs and problems of the individual branch and takes effective steps to deal with them

Which one of the following best describes the prevailing relationship between your branch and the system director? . . ______ 13

PQ292
1. The system director pays little attention to the needs and problems of the individual branch
2. The system director is aware of the needs and problems of the individual branch, but systems resources are not adequate to meet these needs and solve these problems
3. The system director is aware of the needs and problems of the individual branch and takes effective steps to deal with them

Do you feel that your branch has an adequate voice in formulating system policy? . . . . ______ 14

PQ293
1. Yes
2. No

Which of the following best describes your attitude toward the governance of the library system?. . . . . ______ 15

PQ294
1. Too much weight is given the system board or director and not enough to the individual branches in decision making
2. There is not enough centralization of authority to resolve the conflicting views among branches
3. There is a satisfactory balance between the authority of the system board or director and the views of the individual branches

In your opinion, would systems' services be improved if non-public libraries could be legally included in systems?. . . . . ______ 16 PQ295

1. Would greatly improve the quality of services
2. Would make no difference with respect to quality
3. Would dilute services and lower present service quality

What non-public libraries do you see as useful members of systems if such membership were allowed? (Check as many as apply.)

a. No non-public library should be allowed in a system. . . ______ 17 PQ296
b. School libraries . . . . ______ 18 297
c. University and college libraries . . . . ______ 19 298
d. Institutional libraries. . . . . ______ 20 299
e. Libraries in government organizations. . . . . ______ 21 300
f. Special libraries in business and industry . . . . ______ 22 301
g. All libraries of whatever kind . . . . ______ 23 302
h. Only tax-supported libraries . . . . ______ 24 303
i. Other (Specify) ______________________________ . . . ______ 25 304

Do you favor the development of guidelines or standards by Oklahoma Department of Libraries in cooperation with the Oklahoma Library Association for system service in Oklahoma similar to ALA's Minimum Standards for Public Library Systems?. ______ 26 PQ305

1. Yes
2. No
3. No opinion

Do you favor development by the Oklahoma Department of Libraries of criteria for library service that would be used to determine eligibility for state/federal grants?. . . . . . . ______ 27 PQ306

1. Yes
2. No
3. No opinion

Do you think that multi-county or metropolitan city-county library systems for all counties should be required by state law?. . . . . ______ 28 PQ307

1. Yes
2. No
3. No opinion

Do you feel that metropolitan city-county library systems should be mandated for any county having a city above a certain population level? . . . . ______ 29

PQ308

1. Yes
2. No
3. No opinion

Do you think that Oklahoma counties should be allowed to join in formal cooperative arrangements with counties of an adjacent state for library or other services? . . . . . . ______ 30

PQ309

1. Yes
2. No
3. No opinion

Do you find that the present "demonstration" of system services funded by cash grants from the Oklahoma Department of Libraries is the most effective way to encourage voters to approve multi-county library systems? . . . . ______ 31

PQ310

1. Yes
2. No
3. No opinion

Please list alternative ways to show the value of multi-county systems services? ________________________________

____

How important a role does the system director play in the success of the system? . . . . ______ 32

PQ311

1. Very important
2. Important
3. Not very important

Which of the following most closely approximates your feeling about how the management of multi-county or metropolitan city-county libraries should operate? . . . . . ______ 33

PQ312

1. The system director should determine and carry out policy with review by the system board
2. The system board should set all policies and the system director should carry them out
3. Branch librarians should participate with the director in management of the system
4. Other (Specify) ________________________________
5. No opinion

Why is your library not a part of a system? (Check as many as apply.)

a. Voters have rejected a system plan in our county . . . . ______ PQ313 34

b. Voters cannot be persuaded that systems services are worth the additional tax . . . . ______ 314 35

c. Voters could be persuaded to approve a system plan if the Oklahoma Department of Libraries would go about it in a different way (Please specify present shortcomings: ____

____). . . ______ PQ315 36

d. Our library gives library service that is sufficient for the needs of our area, so we have no need to become part of a system. . . . . ______ 316 37

e. Systems might improve library services to our area, but decisions would be made by those outside our area and we prefer our autonomy . . . . ______ 317 38

f. Our library is not presently permitted by law to belong to a system. . . . . ______ 318 39

g. We are currently working to become a part of a system (Specify system or counties: ______________________). . ______ 319 40

h. Others (Specify) ________________________________). . ______ 320 41

Do you think that multi-county or metropolitan city-county library systems for all counties should be required by state law?. . . . . ______ 321 42

1. Yes
2. No
3. No opinion

Do you feel that metropolitan city-county library systems should be mandated for any county having a city above a certain population level? . . . . ______ PQ322 43

1. Yes
2. No
3. No opinion

Do you think that Oklahoma counties should be allowed to join in formal cooperative arrangements with counties of an adjacent state for library or other services? . . . . ______ PQ323 44

1. Yes
2. No
3. No opinion

Do you find that the present "demonstration" of system services funded by cash grants from the Oklahoma Department of Libraries is the most effective way to encourage voters to approve multi-county library systems?. . ____ 45

PQ324

1. Yes
2. No
3. No opinion

Please list alternative ways to show the value of multi-county system services? ______________________________

____

What possible systems services might provide a strong incentive to your city or county to join a system?

____

____

Do you object in principle to the formation of multi-county or metropolitan city-county systems? . . . . ____ 46

PQ325

1. Yes
2. No
3. No opinion

On what do you base these objections? __________________

____

____

Would you be interested in joining a multi-type library cooperative if one were formed in the Tulsa, Oklahoma City, or other metro area to share resources and work to solve common problems? . . . . ____ 47

PQ326

1. Yes
2. No, am not interested in such a cooperative
3. No, my library is too remote from a metro area
4. No opinion

REMARKS:

SCHOOL LIBRARIES

Most of the following questions may be answered by placing the number of the appropriate response in the space provided to the right of the question. Some questions may require a check mark in the spaces to the right of all appropriate responses. Several questions provide space for extended answers. Please feel free to append remarks at the end or on the back of the questionnaire. Thank you for your cooperation.

SQ2 What type of school does your library serve? . . . . ____ 10

1. Public elementary
2. Public high school
3. Private school
4. Vocational or other special school
5. Other (Specify) ______________________________

SQ3 To what libraries, other than the school library, do students of the school have convenient access?. . . . . ____ 11

1. None
2. Local public library only
3. Local college library as well as public library
4. Other (specify) ______________________________

SQ4 How many volumes are in the school library?. . . . . ____ 12

1. 0-5,000
2. 5,000-10,000
3. Over 10,000

SQ5 To whom do you circulate materials?. . . . . ____ 13

1. Students and faculty only
2. Other libraries on interlibrary loan as well as students and faculty
3. Members of the public as well as students and faculty
4. Othe (Specify) ______________________________

Does your library now engage in cooperative arrangements with other libraries in Oklahoma? (Check as many as apply.)

a. Yes, with other school libraries . . . . ____ 14 SQ6

b. Yes, with the public library . . . . ____ 15 SQ7

c. Yes, with other type(s) of library . . . . ____ 16 SQ8

d. No . . . . ____ 17 SQ9

Do you feel your library could benefit from cooperative arrangements in general? . . . . ____ 18 SQ10

1. Yes
2. No
3. No opinion

If yes, please list briefly the benefits you see in cooperative arrangements: ______________________________

____

____

Indicate which of the following statements best characterizes your own policy or attitudes with respect to Public library funding. . . . . ____ 19 SQ11

1. Libraries should rely more heavily on private support from that part of the population that uses them most (e.g., campaigns for private donations, bequests, fees for services, etc.)
2. Like many other public agencies in this period of inflation and taxpayer resistance, libraries have to tighten their budgets and try innovative ways to meet community needs with fewer resources
3. Generally, the status quo should be maintained with respect to the source and amount of public library funding
4. Public libraries require increased public support and this should be derived from the present funding sources
5. Public libraries require increased public support and this should be derived from new funding sources
6. Other (Specify) ______________________________

SQ12 Should a state library network which includes public libraries also include school libraries?. . . . . ____ 20

1. Yes

2. No

3. No opinion

SQ13 Should a national network include school libraries? . . . . . ____ 21

1. Yes

2. No

3. No opinion

SQ14 In your opinion, should public library systems be legally authorized to include tax-supported school libraries? . . . . ____ 22

1. Yes

2. No

3. No opinion

SQ15 Could your library benefit from belonging to a formal interlibrary loan network including public and academic libraries in Oklahoma?. . . . . ____ 23

1. Yes

2. No

3. No opinion

SQ16 If your library belonged to such a network, to what extent would you be willing to loan materials to other libraries?. . ____ 24

1. Would loan most materials

2. Would loan some materials

3. Would loan very few materials

4. Would not feel free to loan materials

5. Would not belong to such a network

(Continued)

What restrictions would you impose on the loan of materials?

____

____

In such a cooperative effort with public and academic libraries, what would you envision as a fair and workable funding arrangement? Please respond even if your library would not participate in such a cooperative endeavor. . . . . ____ 25 SQ17

1. A uniform fee should be assessed to all participants

2. A uniform fee should be assessed to participating non-tax-supported libraries

3. A pro-rated fee should be assessed to participating non-tax-supported libraries

4. Participating non-tax-supported libraries should be reimbursed for their costs in participating in the network

5. Other (Specify) ____________________

6. No opinion

Would you be interested in joining a multi-type library cooperative if one were formed in the Tulsa, Oklahoma City, or other metro areas to share resources and work to solve common problems? . . . . ____ 26 SQ18

1. Yes

2. No, am not interested in such a cooperative

3. No, am not near a metro area

4. No opinion

Please rate the following possible roles of the public library by placing a "1" beside the most important, "2" beside the next most important, and so on.

1. Providing recreational vending for citizens . . . . . . ____ 27 SQ19

2. Providing auxiliary resources for students. . . . . . . ____ 28 SQ20

3. Providing information services for adults . . . . ____ 29 SQ21

4. Providing services to children. . . . . ____ 30 SQ22

5. Enabling users to obtain many other resources and services through interlibrary loan or other cooperative activities. . . . . ____ 31 SQ23

SQ24 Please indicate your own position. . . . . ____
32

1. Librarian or media specialist

2. Teacher or other staff whose duties include responsibilities for school library or media center

3. School principal

4. Other (Specify)______________________________

REMARKS:

9

ACADEMIC LIBRARIES

Most of the following questions may be answered by placing the number of the appropriate response in the space provided to the right of the question. Some questions may require a check mark in the spaces to the right of all appropriate responses. Several questions provide space for extended answers. Please feel free to append remarks at the end or on the back of the questionnaire. Thank you for your cooperation.

AQ2 To what kind of academic institution does your library belong? . . . . ____ 10

1. State supported 4-year college or university
2. State supported junior college
3. Privately supported college
4. Vocational-technical school

AQ3 Approximately how many volumes are held in your library? . . . ____ 11

1. 20,000 or less
2. 20,000-50,000
3. 50,000-100,000
4. 100,000-200,000
5. More than 200,000

AQ4 Excluding interlibrary loan, does your library circulate materials to members of the general public?. . . . . ____ 12

1. No, only to students and faculty
2. Yes, but only to residents of the town in which the campus is located
3. Yes, but only to selected citizens based on criteria other than residence
4. Yes, to any citizen

If your library circulates to selected citizens on a basis other than residence in the town in which the campus is located, what other criteria determine who may borrow materials from the library? ________________________________

____

In which of the following cooperative activities does your library take part? (Check as many as apply.)

a. Oklahoma Teletype Interlibrary System. . . . . ____ 13 AQ5

b. AMICOS Bibliographic Council . . . . ____ 14 AQ6

c. Reciprocal borrowing card arrangement. . . . . ____ 15 AQ7

d. Other resource-sharing activity with a specific library or libraries. (Briefly describe)______________

____

____ . . . ____ 16 AQ8

Which of the following best approximates your view of the role of academic libraries in the community? . . . . ____ 17 AQ9

1. Academic libraries exist specifically to serve the academic institutions of which they are a part, and should give minimal service outside them
2. Academic libraries owe services to those who fund them, so academic libraries in private institutions may restrict services outside the institution, but tax-supported academic libraries should serve the taxpayer as well as the academic institution
3. Information should be made available to all who need it, so academic libraries should offer services to anyone, consonant with the priority of the institution's needs and the recoverability of costs
4. Academic libraries should take an active role in the provision of information to the community as a matter of public service

Rank the following reasons for a library to undertake interlibrary cooperation in the order of their importance to you by placing a "1" beside the most important, "2" beside the next most important and so on to "7" for the least important.

AQ10 a. Share resources. . . . . ____ 18
11 b. Expand and improve existing services . . . . ____ 19
12 c. Cut costs. . . . . ____ 20
13 d. Share staff. . . . . ____ 21
14 e. Obtain grants. . . . . ____ 22
15 f. Undertake projects or services one library could not do alone . . . . ____ 23
16 g. Other (Specify)________________________________ . . . ____ 24

Rank the following barriers to the interlibrary cooperation in the order of their importance in your opinion. Rank the most imposing barrier "1" and so on through "7" for the least imposing barrier.

AQ17 a. Lack of public interest, concern, or knowledge of potential library services . . . . ____ 25
18 b. Resistance among librarians and library staffs to the idea of cooperation. . . . . ____ 26
19 c. Fear of loss of local autonomy . . . . ____ 27
20 d. Lack of adequate funds . . . . ____ 28
21 e. Complacency, apathy, and inertia among librarians. . . ____ 29
22 f. Lack of knowledge about how to implement cooperative ideas . . . . ____ 30
23 g. Other (Specify) ________________________________ . . . ____ 31

AQ24 Should a state library network which includes public libraries also include academic libraries? . . . . ____ 32

1. Yes
2. No
3. No opinion

Should a national library network include Oklahoma academic libraries?. . . . . ____ AQ25 33

1. Yes
2. No
3. No opinion

In your opinion, should academic libraries actively seek to form consortia with public library systems? . . . . ____ AQ26 34

1. Yes
2. No
3. No opinion

Which of the following best characterizes your own feeling with regard to public library funding . . . . ____ AQ27 35

1. Libraries should rely more heavily on private support from that part of the population that uses them most (e.g., campaigns for private donations, bequests, fees for services, etc.)
2. Like many other public agencies in this period of inflation and taxpayer resistance, libraries have to tighten their budgets and try to innovate ways to meet community needs with fewer resources
3. Generally the status quo should be maintained with respect to the source and amount of public library funding
4. Public libraries require increased public support and this should be derived from present funding sources
5. Public libraries require increased public support and this should be derived from new funding sources
6. Other (Specify)________________________________
7. No opinion

AQ28 Would your library benefit from belonging to a formal resource-sharing network including public and special libraries? . . . . ____ 36

1. Yes

2. No

3. No opinion

AQ29 In such a cooperative effort with public and special libraries, what would you envision as a fair and workable funding arrangement? Please respond even if your library would not participate in such a network . . . . ____ 37

1. A uniform fee should be assessed to all participants

2. A uniform fee should be assessed to participating non-tax-supported libraries

3. A pro-rated fee should be assessed to participating non-tax-supported libraries

4. Participating non-tax-supported libraries should be reimbursed for their costs in participating in the network

5. Other (Specify) ________________________________

6. No opinion

AQ30 In your opinion, does the Oklahoma Teletype Interlibrary System provide a workable prototype for a statewide library network? . . . . ____ 38

1. Yes, a statewide network should be modeled along the lines of OTIS

2. Yes, but only with wide-ranging modifications

3. No, a statewide network should follow a different format than the OTIS structure

4. No opinion

What changes do you foresee in the structure or working of OTIS that would improve it as a prototype for a statewide network? ____

____

____

____

What changes would improve OTIS in the interlibrary loan function it now performs? ________________________________

____

____

____

____

Would you be interested in joining a multi-type library cooperative if one were formed in Tulsa, Oklahoma City, or other metro areas to share resources and work to solve common problems? . . ____ 39 AQ31

1. Yes

2. No, am not interested in such a cooperative

3. No, my library is too remote from a metro area

4. No opinion

REMARKS:

COMMUNITY LEADERS

CLQ2 How often do you use the public library? . . . . ____ 5

1. Frequently
2. Infrequently
3. Never

How are you made aware of the policies and services of the library in your community? (Check as many as apply.)

CLQ3 a. Personal contact with library directors and staff. . . ____ 6

4 b. Annual or other reports. . . . . ____ 7

5 c. Discussions with community leaders or other citizens . ____ 8

6 d. My own (or my family's) personal use of library facilities . . . . ____ 9

7 e. Advertisement and public service messages in the media (newspapers, radio, TV). . . . . ____ 10

8 f. There is no formal attempt to keep me appraised of library policies and services. . . . . ____ 11

9 g. Other (Please specify) ____ . . . ____ 12

CLQ10 Indicate the extent to which you feel library services are available to all city or county residents. Enter the number of the one response most nearly approximating your opinion . . ____ 13

1. Available to almost all residents
2. Available only to residents living in or close to the city or library location
3. No opinion

CLQ11 Compared to other publicly-funded services, how much political visibility do libraries and library boards have in your city or county? . . . . ____ 14

1. Much above the average for public services
2. Above average for public services
3. Average for public services
4. Below average for public services
5. Much below average for public services

In your opinion, which of the following best characterizes the probable availability of local money for library services in your community over the next few years? . . . . ____ 15 CLQ12

1. Substantial increase
2. Slight increase
3. No change
4. Slight decrease
5. Substantial decrease
6. No opinion

In your opinion, which of the following best characterizes the availability of federal revenue-sharing money for library services in your community over the next few years? . . . . ____ 16 CLQ13

1. Substantial increase
2. Slight increase
3. No change
4. Slight decrease
5. Substantial decrease
6. No opinion

Rank the importance of the following concerns in your area. Rank order these from "1" most important to "5" least important by placing the appropriate rank number in each box.

a. Parks and recreation. ____ 17 CLQ14

b. Library service . . . . ____ 18 15

c. Urban renewal . . . . ____ 19 16

d. Advertisement for new industry. . . . . ____ 20 17

e. Museums . . . . ____ 21 18

Which of the following services offered by your public library are you most likely to use? . . . . ____ 22 19

1. Reference or question-answering
2. Obtain specific work related books or documents
3. Recreational reading
4. Children's services
5. Other (Specify) ____

CLQ20 What do you feel is the general attitude in your district regarding multi-county services (e.g., soil conservation districts, district health services)? . . . . ______ 23

1. Very favorable
2. Favorable
3. No discernable attitude one way or another
4. Unfavorable
5. Very unfavorable
6. Don't know

CLQ21 What do you feel is the general attitude in your district regarding multi-county library systems? . . . . ______ 24

1. Very favorable
2. Favorable
3. No discernable attitude one way or another
4. Unfavorable
5. Very unfavorable
6. Don't know

CLQ22 Do you think of library service as incentive to industry to locate in the area? . . . . ______ 25

1. Yes
2. No
3. Don't know

CLQ23 Do you consider good library information service important to industrial growth? . . . . ______ 26

1. Very important
2. Moderately important
3. Slightly important
4. Not at all important
5. Don't know

Do you consider that libraries in your area adequately meet the needs of handicapped citizens? . . . . ______ 27 CLQ24

1. Meet all needs
2. Meet most needs
3. Meet some needs
4. Meet only a few needs
5. Don't know

Indicate which one of the following statements best characterizes your own policy or attitudes with respect to library funding . . ______ 28 CLQ25

1. Libraries should rely more heavily on private support from the part of the population that uses them most (e.g., campaigns for private donations, bequests, fees for services, etc.)
2. Like many other public agencies in this period of inflation and taxpayer resistance, libraries have to tighten their budgets and try innovative ways to meet community needs with fewer resources
3. Generally, the status quo should be maintained with respect to the source and amount of public library funding
4. Libraries require increased public support and this should be derived from present funding sources
5. Libraries require increased public support and this should be derived from new funding sources
6. Other (Specify) ________________________________

What is your impression of where the library stands with regard to total city/county service?. . . . . ______ 29 CLQ26

1. The library is given higher priority than its services merit and receives more money than it should
2. The library is given reasonable priority among city/county services and receives about the right amount of money
3. The library is undervalued among city/county services and hence receives less revenue than it needs

REMARKS:

CLQ27 Do you consider that libraries in your area adequately meet the needs of senior citizens? . . . . ____ 30

1. Meet all needs
2. Meet most needs
3. Meet some needs
4. Meet only a few needs
5. Don't know

CLQ28 Are you aware of services provided by the Oklahoma Department of Libraries? . . . . ____ 31

1. Yes
2. No

CLQ29 Indicate what you believe to be the largest current source of revenue for library services. . . . . ____ 32

1. Sales tax appropriations by city
2. County tax (systems only)
3. County excise board appropriations
4. Gift
5. Revenue-sharing
6. Grants
7. Other (Specify) ______________________________

CLQ30 Indicate what you consider the fairest source of revenue for library services. . . . . ____ 33

1. Ad valorem tax
2. Local sales tax
3. State general fund
4. Federal funds
5. Fees from users
6. Other (Specify) ______________________________

CLQ31 What do you consider to be the primary role of the public library?. . . . . ____ 34

1. Provide recreational reading
2. Provide information to businessmen and other citizens
3. Provide children's services
4. Provide a forum for public programs and meetings
5. Other (Specify) ______________________________
6. No opinion

APPENDIX B

NETWORK ADVISORY COUNCIL

APPENDIX B

LIBRARY SERVICES AND CONSTRUCTION ACT ADVISORY COUNCIL

NETWORK ADVISORY COUNCIL

The Ad Hoc Network Advisory Council was formed in response for needed planning and policy advice in areas of resource sharing and technological applications to the LSCA Advisory Council and the Oklahoma Department of Libraries. The LSCA Advisory Council established the network advisory group on June 29, 1977, consisting of at least seven members appointed by the Chairman of the LSCA Advisory Council and the Director of ODL.

MEMBERSHIP

The Network Advisory Council is intended to be representative of all library interests in the State. The Council is expected to enlarge its membership as needed and to appoint task forces as required. Vacancies will be filled by action of the committee.

TERMS

As an ad hoc committee, the Council will serve at the pleasure of the LSCA Advisory Council or until its functions are completed. It is expected that the initial appointees will serve at least one year.

FUNCTIONS

1. It shall be the charge of the ad hoc council to advise the Oklahoma Department of Libraries and LSCA Advisory Council on development of and policy matters arising in administration and implementation of networking activities in Oklahoma and the evaluation of such activities.

2. To advise on the incorporation of these activities in the Basic State Plan, the Long Range Plan, and the Annual Program.

3. To analyze the findings of the Statewide Needs Assessment Study as it relates to interlibrary cooperation and networking and to recommend a statewide multi-type interlibrary network endorsed by library and trustee organizations, the Oklahoma Department of Libraries, and the Board of Regents for Higher Education, and the Oklahoma Department of Education

4. To insure that planning and project implementation for networking in Oklahoma is done within the context of the work of the National Commission on Libraries and Information Science

5. To propose, identify, and analyze programs or projects for the sharing of resources at all levels, including the AMIGOS Bibliographic Council and the Southwestern Library Interstate Cooperative Endeavor, and the National Program for Libraries and Information Services for their implications to planning in Oklahoma.

6. To specifically identify, plan, and assist the Department of Libraries in implementing programs that are most likely to achieve efficient and effective resource sharing.

7. To survey and recommend a formal and permanent council on library networking for Oklahoma including its structure, governance, and funding.

MEETINGS

The Council shall meet as necessary and members may be reimbursed by the Oklahoma Department of Libraries.

APPENDIX C

DEMOGRAPHIC AND ECONOMIC TRENDS IN OKLAHOMA

DEMOGRAPHIC AND ECONOMIC TRENDS IN OKLAHOMA

Planning for the development and distribution of library and information services should be based on knowledge about the population that will be served. Without a thorough understanding of Oklahoma's demographic and economic trends, realistic objectives and programs concerning the future amount, type, and location of library and information services cannot be developed that will satisfactorily meet the needs of its population. Therefore, it is the purpose of this chapter to present analysis of Oklahoma's demographic and economic characteristics and trends.

DEMOGRAPHIC CHARACTERISTICS AND TRENDS

Population Size and Growth

In 1970, Oklahoma ranked 27th in population in the United States with a population of 2,559,463, or 1.3 percent of the U.S. population. This was approximately a 9.9 percent increase over its 1960 population. Over the same period (i.e., 1960-1970) the population of the United States increased 13.3 percent.

Estimates of the 1975 population suggest that this trend may be reversing itself. Between 1970 and 1976, Oklahomans' population has increased 1.2% per year compared with 0.8% per year nationally.

Population projections for Oklahoma through the year 1990 show that the population will continue to grow at a steady pace. It is projected that the State's population will increase approximately 20

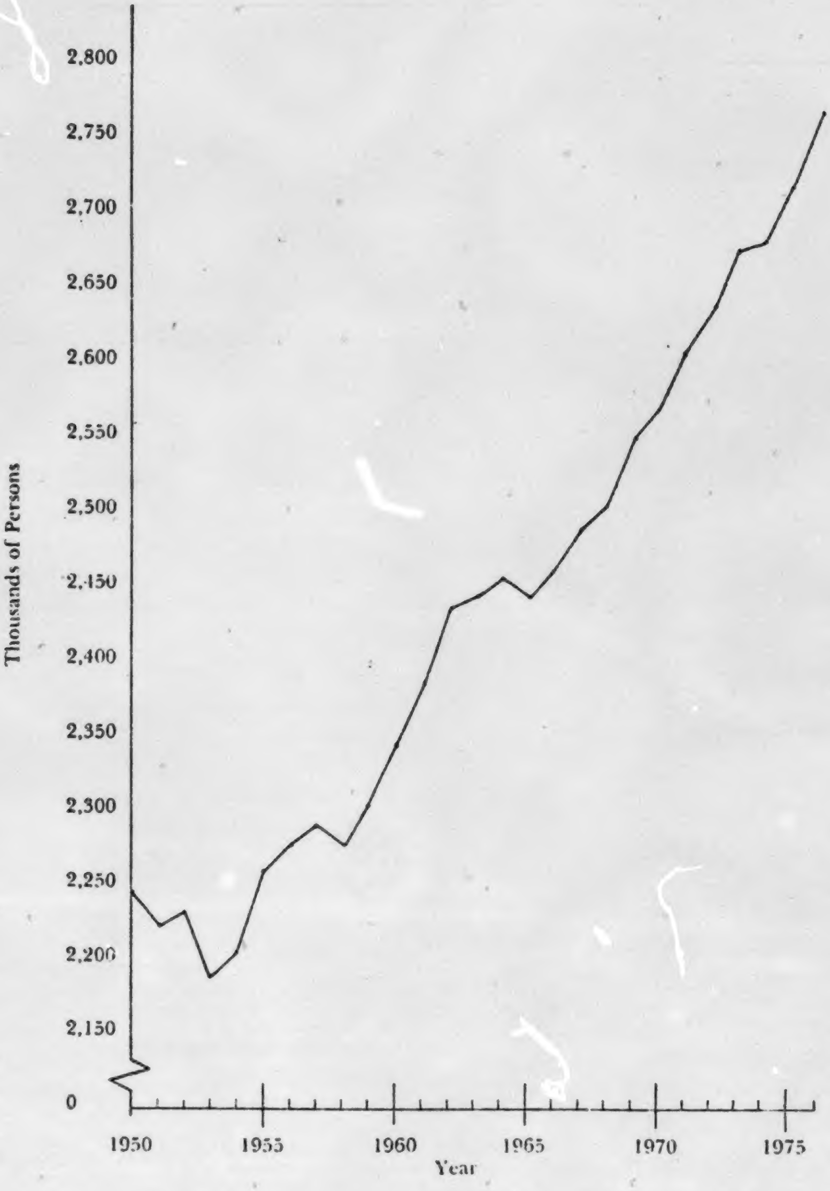


FIGURE X

POPULATION OF OKLAHOMA, 1950-1976

Source: Lage, Gerald M., Ronald L. Moomaw and Larkin Warner. A Profile of Oklahoma, Economic Development, 1950-1975, Frontiers of Science Foundation of Oklahoma, Inc., Oklahoma City, Oklahoma, 1977.

percent during the period 1975-1990. Projected figures for Oklahoma's population are:

YEAR	*POPULATION*
1980	2,898,000
1985	3,084,000
1990	3,265,000

At the sub-state level only 21 of Oklahoma's 77 counties had population growth for the period 1960-1970 that was equal to or exceeded the State's growth (see Figure 1). Counties that had a percent increase in their population for the years 1960-1970 which was equal to or greater than the State percentage increase are as follows:

COUNTY	*PERCENT INCREASE, 1960-1970*
Adair	15.5
Canadian	30.4
Cherokee	30.5
Cleveland	71.9
Comanche	19.1
Creek	12.4
Delaware	34.6
King Fisher	20.9
Latimer	11.2
LeFlore	10.4
Mayes	16.1
McClain	11.1
McCurtain	10.8
Oklahoma	19.9
Payne	14.5
Rogers	37.9
Sequoyah	29.8
Texas	15.5
Tulsa	16.1
Wagoner	41.4
Woodward	11.8

As these figures show, some counties such as Cleveland, Wagoner, Delaware, Canadian, Rogers, and Sequoyah had significant percentage increases in their 1960-1970 population. At the same time, 39 of Oklahoma's counties had a decrease in population during the previous

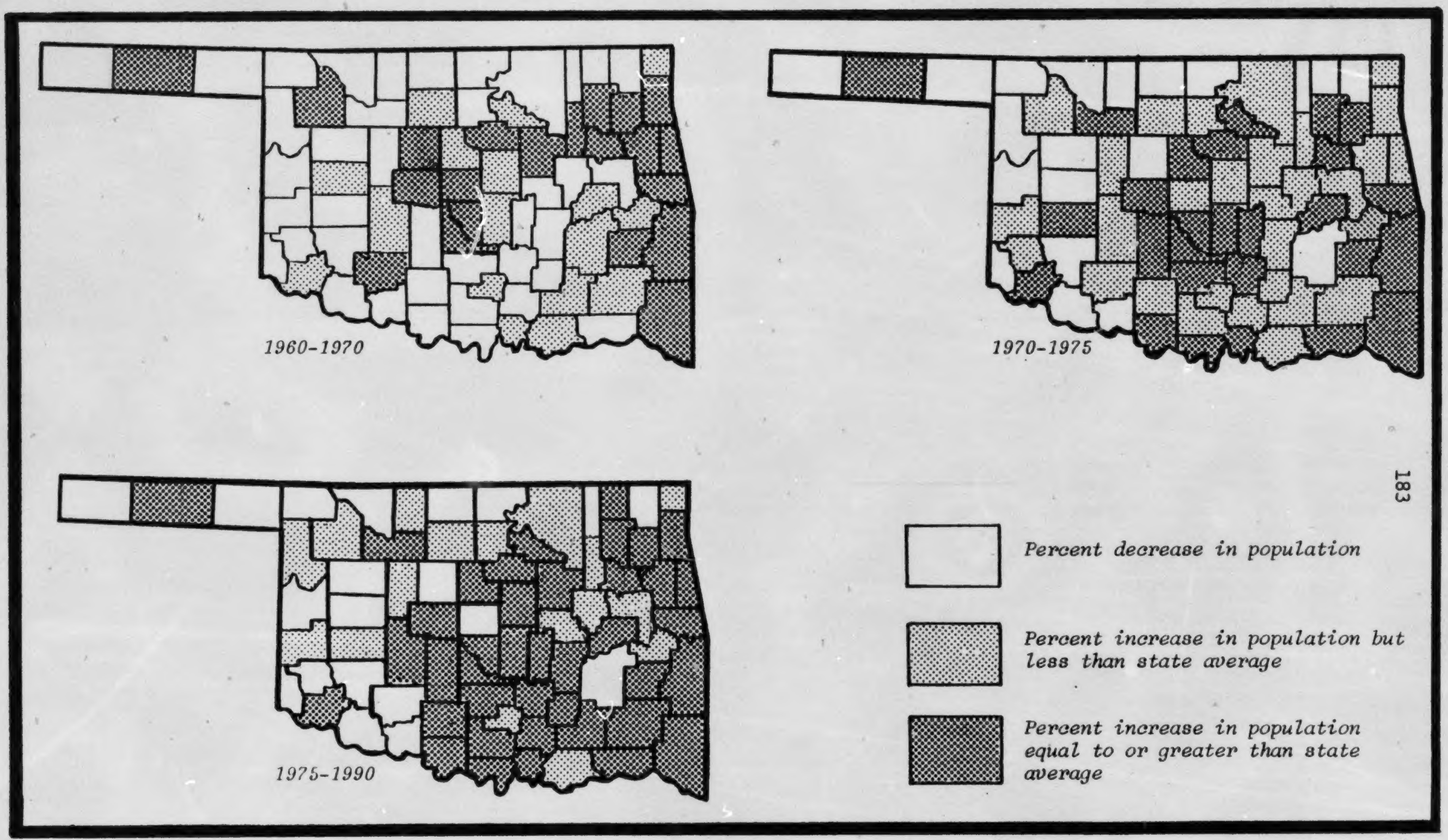

1960-1970
1970-1975
1975-1990
Percent decrease in population
Percent increase in population but less than state average
Percent increase in population equal to or greater than state average

FIGURE 1. PERCENT CHANGE IN POPULATION BY COUNTY

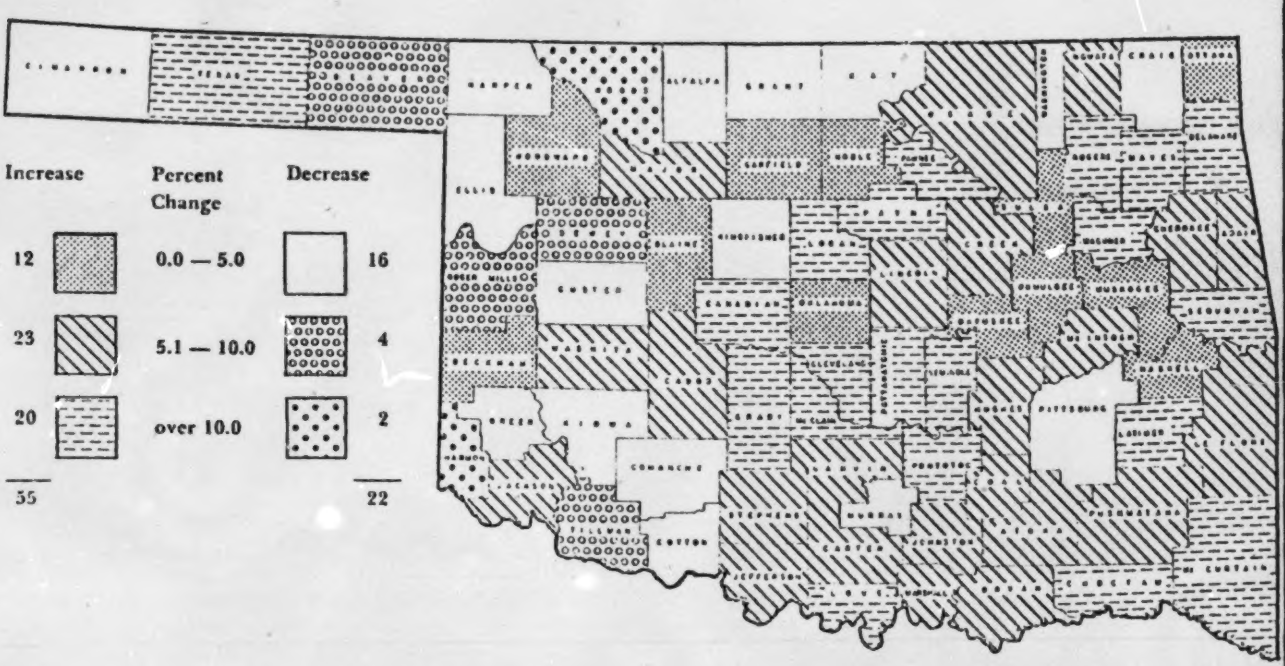
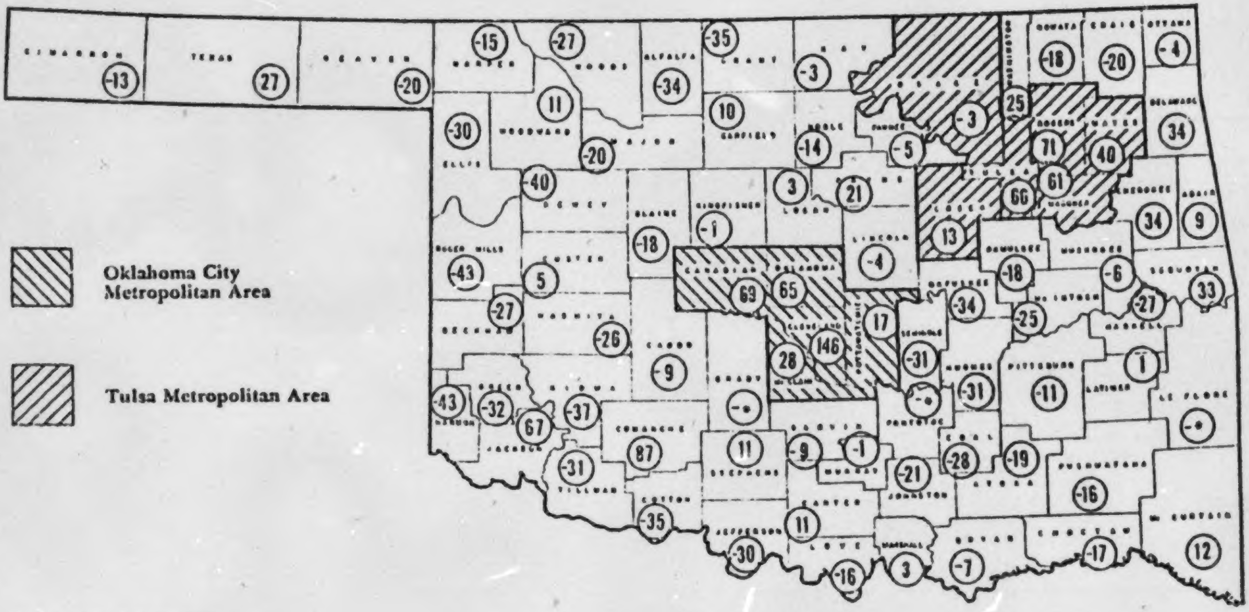

Increase
Percent Change
Decrease
12
0.0 — 5.0
16
23
5.1 — 10.0
4
20
over 10.0
2
55
22

FIGURE X

PERCENT CHANGE IN POPULATION BY COUNTY, APRIL 1, 1970-JULY 1, 1975

Source: Oklahoma Employment Security Commission, Oklahoma Population Estimates, August 197

From : Lage, Gerald M., Ronald L. Moomaw, and Larkin Warner. A Profile of Oklahoma, Economic Development 1950-1975, Frontiers of Science Foundation of Oklahoma, Inc., Oklahoma City, Oklahoma, 1977.


Oklahoma City Metropolitan Area
Tulsa Metropolitan Area
-13
27
-20
-15
-27
-35
-3
-18
-20
-4
-34
11
10
25
-3
34
-30
-20
-14
-5
71
40
-40
3
21
61
66
34
9
-1
-18
13
-4
-43
5
69
65
-18
-6
33
-27
-34
-25
-27
-26
17
146
28
-31
-9
1
-43
-32
-37
67
-31
-11
87
11
-9
-1
-21
-28
-19
-31
-35
11
-16
-30
-16
3
-7
-17
12

*Less than 0.5 percent

FIGURE X

PERCENT CHANGE IN POPULATION BY COUNTY, 1950-1975
(change for whole state = + 21 percent)

Source: U.S. Bureau of the Census, Census of Population: 1960, Characteristics of the Population, Part 38, Oklahoma, Table 6 and Current Population Reports, Series P-26, No. 75-36, July 1976. From Lage, Gerald M., Ronald L. Moomaw, and Larkin Warner. A Profile of Oklahoma, Economic Development 1950-1975, Frontiers of Science Foundation of Oklahoma, Inc., Oklahoma City, Oklahoma, 1977.

decade. The remaining 17 counties had an increase in population but a percentage increase less than the State.

It should be noted that all four Oklahoma SMSA's had a percent change in population 1960-1970 that exceeded the State average. The percent change for each was:

SMSA	PERCENT CHANGE, 1960-1970
Lawton	19.1
Oklahoma City	25.2
Tulsa	13.8
Fort Smith (Oklahoma portion)	17.8

With a few exceptions, population growth during the sixties at the sub-state level indicates that the major growth in State population is occurring in and around the metropolitan areas. 1975 population estimates tend to confirm this trend. Except for the Lawton metropolitan area, most of the State's estimated population growth (1970-1975) has occurred in counties that are part of or contiguous to large metropolitan areas. Other areas of significant growth include those counties that make up the southeast portion of the State and Texas County in the northwest portion of the State (See Figure 1).

As Figure 1 illustrates, projected growth of population tends to reinforce sub-state trends in the sixties and earlier seventies. Generally, a majority of the counties projected to have a percent change in population greater than the State's percent change are located along a southwest to northeast corridor that represents Oklahoma's major metropolitan areas. Again, counties in the southeast part of the State and in the panhandle portion of the State also are projected to have significant growth. This may however be substantially affected by water problems and the effect on irrigated agriculture.

Urban-Rural Population

Between the years 1960 and 1970, Oklahoma's urban population increased 18.8 percent while the rural population declined 5.2 percent. In 1970, 68.0 percent of the population lived in urban areas. As Figure 2 shows, 29 counties were considered urban and 48 counties were considered rural in 1970.* Figure 3 shows the urban population as a percent of total population for each county in 1970.

It is important to note that a significant portion of Oklahoma's increase in urban population occurred in the metropolitan areas. Together, Oklahoma's four metropolitan areas accounted for almost 97 percent of Oklahoma's population increase between 1960 and 1970. In fact, Oklahoma's metropolitan areas are some of the fastest growing areas in the nation. Except for the Tulsa metropolitan area, each of the four metropolitan areas had a percent increase in their population between 1960 and 1970 that exceeded the percent change for all metropolitan areas in the United States. Following are the percent change in population 1960-1970 for Oklahoma's metropolitan areas and all metropolitan areas in the United States:

METROPOLITAN AREA	*PERCENT CHANGE IN POPULATION, 1960-1970*
United States	16.6
Fort Smith, Arkansas-Oklahoma	18.7
Lawton	19.1
Oklahoma City	25.2
Tulsa	13.8

Migration trends during the 1960's suggest that the State of Oklahoma will continue to become more urban in nature. Between

---

*An urban county is one where more than half the population lives in towns and cities with 2,500 or more persons.

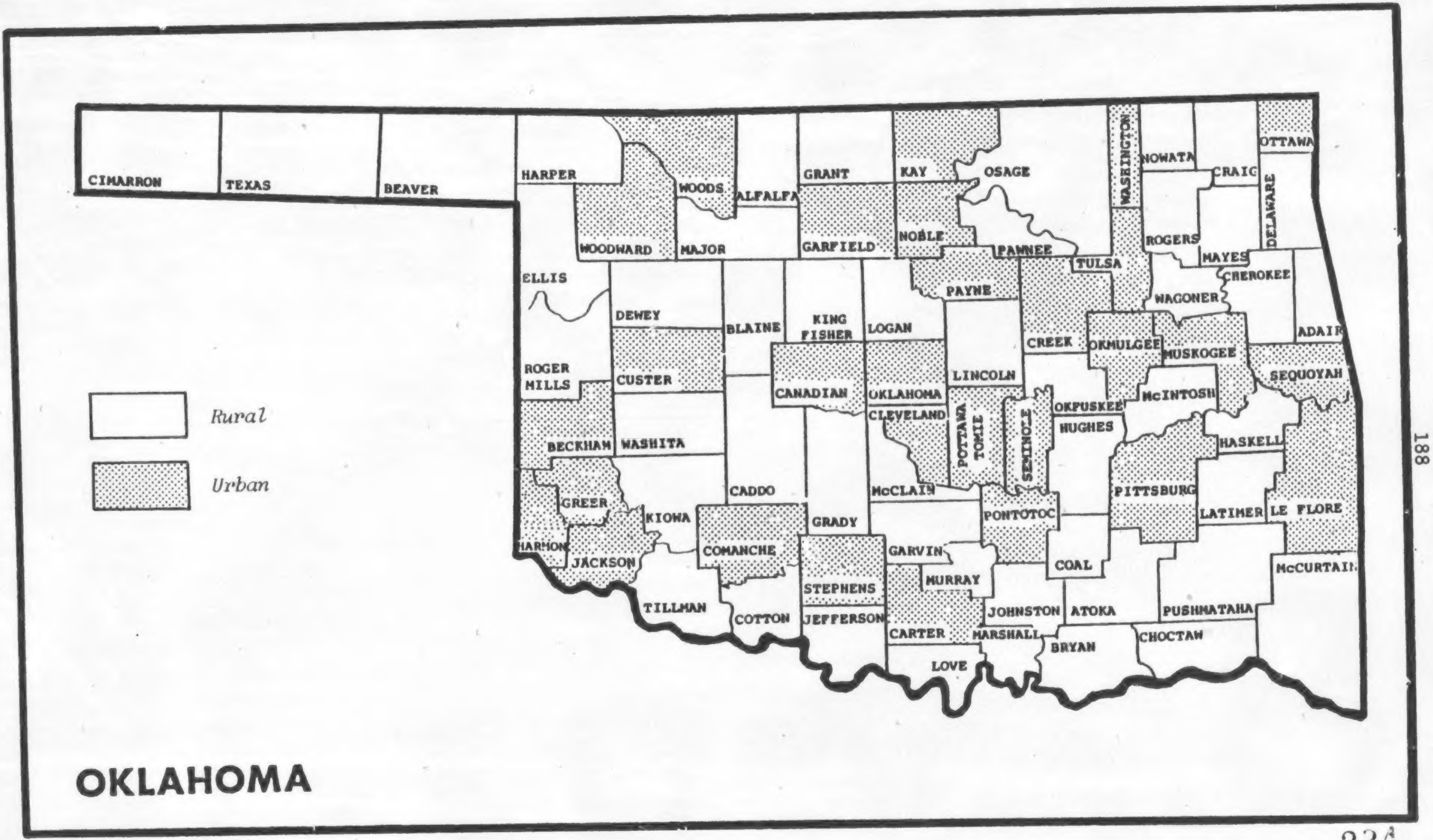

CIMARRON
TEXAS
BEAVER
HARPER
WOODS
ALFALFA
GRANT
KAY
OSAGE
WASHINGTON
NOWATA
CRAIG
OTTAWA
DELAWARE
WOODWARD
MAJOR
GARFIELD
NOBLE
PAWNEE
TULSA
ROGERS
MAYES
CHEROKEE
ELLIS
PAYNE
WAGONER
DEWEY
BLAINE
KING FISHER
LOGAN
CREEK
OKMULGEE
MUSKOGEE
ADAIR
ROGER MILLS
CUSTER
CANADIAN
OKLAHOMA
LINCOLN
MCINTOSH
SEQUOYAH
CLEVELAND
POTTAWA TOMIE
SEMINOLE
OKFUSKEE
HUGHES
HASKELL
BECKHAM
WASHITA
CADDO
McCLAIN
PITTSBURG
LATIMER
LE FLORE
GREER
KIOWA
GRADY
PONTOTOC
HARMON
JACKSON
COMANCHE
GARVIN
MURRAY
COAL
McCURTAIN
STEPHENS
TILLMAN
COTTON
JEFFERSON
CARTER
JOHNSTON
ATOKA
PUSHMATAHA
MARSHALL
BRYAN
CHOCTAW
LOVE
Rural
Urban
OKLAHOMA

FIGURE 2. URBAN AND RURAL COUNTIES, 1970

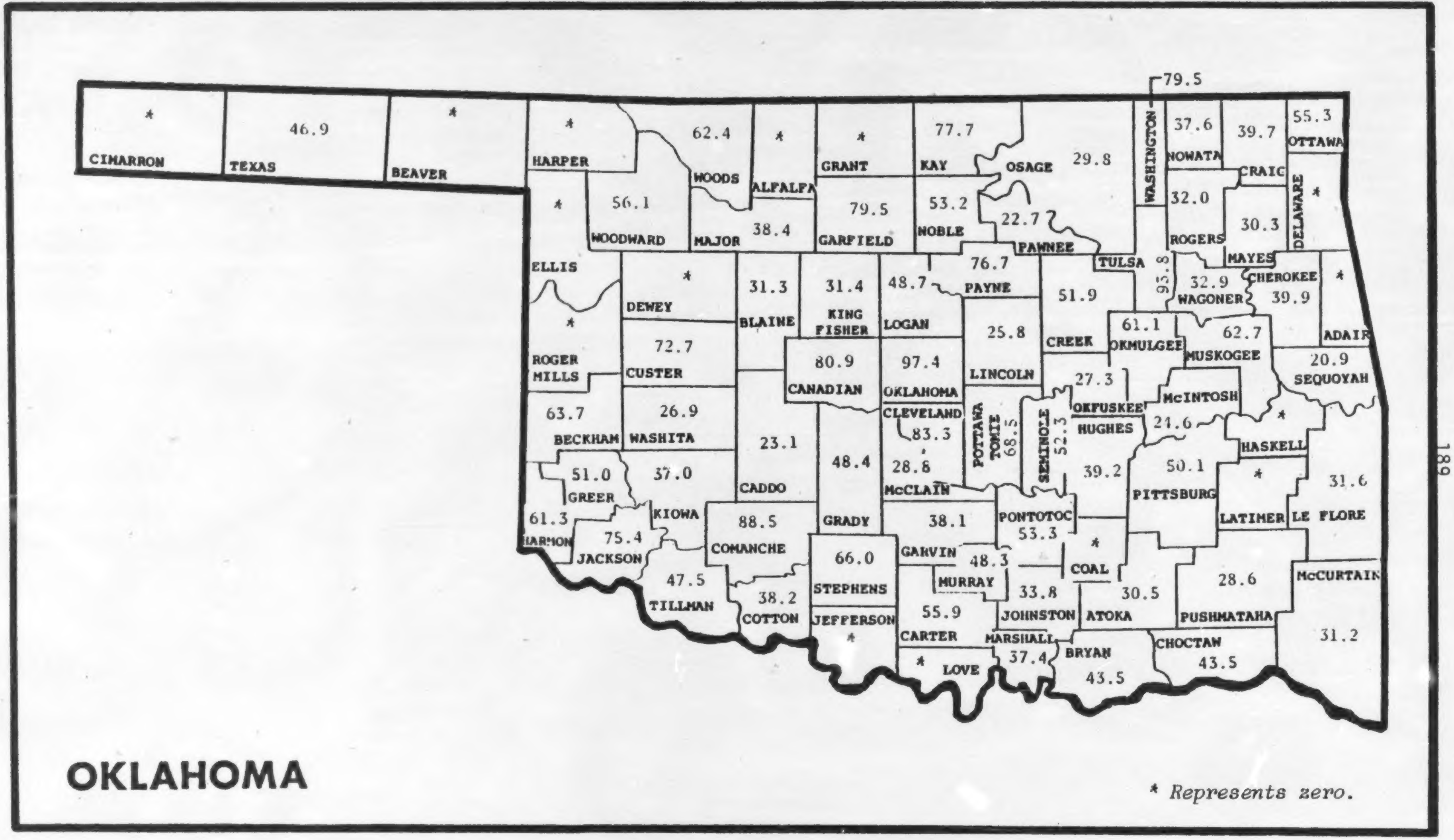

*
CIMARRON
46.9
TEXAS
*
BEAVER
*
HARPER
62.4
WOODS
*
ALFALFA
*
GRANT
77.7
KAY
OSAGE
29.8
79.5
WASHINGTON
37.6
NOWATA
39.7
CRAIG
55.3
OTTAWA
*
ELLIS
56.1
WOODWARD
MAJOR
38.4
79.5
GARFIELD
53.2
NOBLE
22.7
PAWNEE
32.0
ROGERS
30.3
MAYES
DELAWARE
*
*
DEWEY
31.3
BLAINE
31.4
KING FISHER
48.7
LOGAN
76.7
PAYNE
51.9
CREEK
TULSA
95.8
32.9
WAGONER
CHEROKEE
39.9
*
ADAIR
*
ROGER MILLS
72.7
CUSTER
80.9
CANADIAN
97.4
OKLAHOMA
25.8
LINCOLN
61.1
OKMULGEE
62.7
MUSKOGEE
20.9
SEQUOYAH
63.7
BECKHAM
26.9
WASHITA
23.1
CADDO
CLEVELAND
83.3
POTTAWA TOMIE
68.5
SEMINOLE
52.3
27.3
OKFUSKEE
HUGHES
39.2
McINTOSH
24.6
*
HASKELL
51.0
GREER
37.0
KIOWA
48.4
GRADY
28.8
McCLAIN
50.1
PITTSBURG
*
LATIMER
31.6
LE FLORE
61.3
HARMON
75.4
JACKSON
88.5
COMANCHE
38.1
GARVIN
PONTOTOC
53.3
*
COAL
66.0
STEPHENS
48.3
MURRAY
47.5
TILLMAN
38.2
COTTON
33.8
JOHNSTON
30.5
ATOKA
28.6
PUSHMATAHA
McCURTAIN
31.2
JEFFERSON
*
55.9
CARTER
MARSHALL
37.4
BRYAN
43.5
CHOCTAW
43.5
*
LOVE
OKLAHOMA
* Represents zero.

FIGURE 3. URBAN POPULATION AS A PERCENT OF TOTAL POPULATION BY COUNTY, 1970

1960-1970, 28 counties experienced a net inmigration of population while the remaining 49 counties had a net outmigration. As Figure 4 shows, with a few exceptions, counties experiencing net inmigration are generally located in or contiguous to one of Oklahoma's major metropolitan areas.

Population Composition

Examination of the demographic profile means more than just delineation of the number of people residing in the State. Age, race, and sex composition are important relative to the distribution of services. Potential and actual usage of facilities, programs, and services vary with such characteristics.

Age

In general, Oklahoma's population as a whole is slightly older than the population of the United States. Oklahoma in 1970 had a median age of 29.4 years as compared to 28.1 years for the Nation. Although Oklahoma's population has become somewhat younger since 1960, it has not kept pace with the U.S. as a whole. Since 1960, the median age for Oklahoma has grown younger by .6 years while the median age for the U.S. population has declined by 1.1 years.

The difference, at least in part, appears to be a significant increase in the number of elderly that reside in the State. In 69 counties, there was a net inmigration of persons 65 through 74 years of age between 1960 and 1970. Counties that did not have a net inmigration of elderly include:

Beaver
Ellis
Woodward
Major
Washita
Pontotoc
Osage
Craig

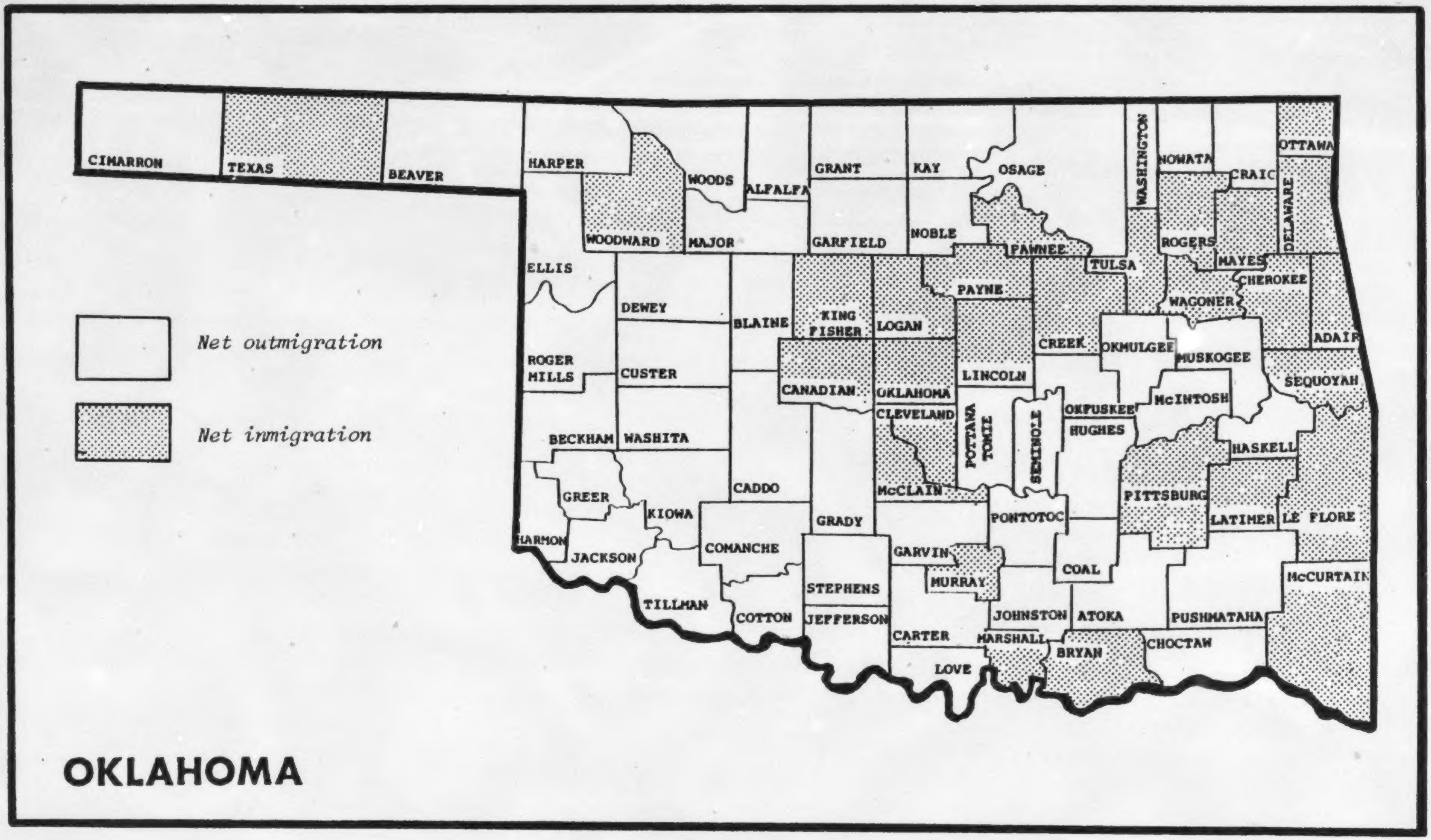

CIMARRON
TEXAS
BEAVER
HARPER
WOODS
ALFALFA
GRANT
KAY
OSAGE
WASHINGTON
NOWATA
CRAIG
OTTAWA
WOODWARD
MAJOR
GARFIELD
NOBLE
PAWNEE
TULSA
ROGERS
MAYES
DELAWARE
ELLIS
DEWEY
BLAINE
KING FISHER
LOGAN
PAYNE
CREEK
WAGONER
CHEROKEE
ADAIR
ROGER MILLS
CUSTER
CANADIAN
OKLAHOMA
LINCOLN
OKMULGEE
MUSKOGEE
SEQUOYAH
BECKHAM
WASHITA
CADDO
CLEVELAND
POTTAWATOMIE
SEMINOLE
OKFUSKEE
McINTOSH
HUGHES
HASKELL
GREER
KIOWA
GRADY
McCLAIN
PONTOTOC
PITTSBURG
LATIMER
LE FLORE
HARMON
JACKSON
COMANCHE
GARVIN
MURRAY
COAL
STEPHENS
TILLMAN
COTTON
JEFFERSON
CARTER
JOHNSTON
ATOKA
PUSHMATAHA
McCURTAIN
MARSHALL
BRYAN
CHOCTAW
LOVE
Net outmigration
Net inmigration
OKLAHOMA

FIGURE 4. NET MIGRATION BY COUNTY, 1960-1970

As of 1970, 11.7 percent of Oklahoma's population was 65 years of age or older. This is significantly above the U.S. average of 9.9 percent. Counties with a high concentration (18.0 percent or more) of elderly (65 years of age or older) include:

Alfalfa
Beckham
Coal
Grant
Greer
Hughes
Jefferson
Johnston
Kiowa
Marshall
Murray
Nowata
Pawnee

At the same time, the portion of Oklahoma's population under 18 years of age is slightly below the national average. In 1970 32.7 percent of Oklahoma's population was under 18 years of age as compared to a national average of 34.3 percent. Counties with a significant proportion (35.0 percent or more) of persons under 18 years of age include:

Adair
Canadian
Cimarron
Jackson
McCurtain
Sequoyah
Wagoner

Race

In 1970, 10.9 percent of Oklahoma's population was non-white as compared to 9.5 percent in 1960. This increase appears to be a function of the significant increase in the Indian population from 1960 to 1970. During this time the Indian population had an increase of 33,779 -- a 52.2 percent increase. Because of this increase, the Indian population as a portion of total population increased from 2.8 percent to 3.8 percent. Meanwhile, the proportion of the total population that is Negro increased from 6.6 percent in 1970 to 6.7 percent in 1970.

In terms of location, more than half the State's 1970 Negro population lived in one of Oklahoma's metropolitan areas. The percent of the total Negro population living inside each of the metropolitan areas in 1970 was:

METROPOLITAN AREA	*PERCENT OF STATE'S NEGRO POPULATION*
Oklahoma City	31.6
Tulsa	22.9
Lawton	6.5
Fort Smith (Oklahoma portion)	1.1
Total Metropolitan Area	62.1

Of those living in metropolitan areas, 87.5 percent resided in the central cities. Counties with a high proportion of Negro population and the percent of their total population that is Negro include:

Tillman	13.0	Okmulgee	15.2
Comanche	10.4	McIntosh	10.6
Logan	20.8	Tulsa	9.0
Oklahoma	10.0	Muskogee	16.6
Carter	9.1	Choctaw	16.6
Seminole	9.3	McCurtain	13.5

The Indian population as opposed to the Negro population was less metropolitan in nature. In 1970, only 35.9 percent of the Indian population lived in metropolitan areas and only half (49.9 percent) of these lived in the central cities. A number of counties have significant proportions of Indians. These counties and the Indian population as a percent of total population include:

Caddo	14.1	Cherokee	19.1
Seminole	10.5	Adair	27.4
Hughes	11.5	Delaware	19.8
Okfuskee	12.0	Mayes	10.7
McIntosh	12.5		

Sex

The distribution of Oklahoma's population by sex is very similar to that of the Nation. Like the Nation, the female population as a percent of total population has increased slightly since 1960.

	PERCENT FEMALE	
	1960	*1970*
United States	50.6	51.3
Oklahoma	50.7	51.3

Educational Achievement

Perhaps one of the more important demographic characteristics that needs to be considered in the planning for library services is the educational achievement of the State. Historically, Oklahoma's achievement levels have fallen short of national levels. For example, in 1960 the median number of school years completed by persons 25 years of age (hereafter 25+) for Oklahoma was 10.4 as compared to 10.6 for the United States as a whole. Also, in 1960 the percent of Oklahoma's population 25+ with less than 5 years of schooling was 8.6 percent as opposed to 8.3 percent for the Nation's population.

However, during the years 1960 to 1970, educational achievement levels have increased at a much faster rate than the U.S. as a whole and are quite comparable to U.S. levels in 1970. For example, in 1970, the median number of years of school completed for persons 25+ was 12.1 in Oklahoma -- the same as the U.S. average. Furthermore, the percent of Oklahoma's population 25+ with less than 5 years of schooling was 5.6 percent, only .1 percent below the U.S. average of 5.5 percent.

The percentage of high school graduates has also increased significantly. In 1960, the percent of the population that were high school graduates was 40.4 percent, but had increased to 51.6 percent in 1970. However, as Figure 5 shows, there were only 20 counties in which more than half the population were high school graduates.

ECONOMIC CHARACTERISTICS AND TRENDS

Employment Characteristics

Employment characteristics provide insight concerning the economic structure of the State. These economic factors are important to understanding a state's population, because the industrial and occupational structures are correlated with income. There are three types of indicators associated with employment characteristics: employment by industry, employment by occupation, and unemployment.

Employment by Industry

Total employment in Oklahoma in 1970 was 928,031. The percent of total employment by industry, 1960 and 1970, for Oklahoma and the United States, is shown in Table 1. As this table shows, the largest proportion of workers was employed in the services sector.

As Table 1 further illustrates, agriculture has continued to be an important part of Oklahoma's economy. Although the proportion of persons employed in agriculture, forestry, and fishing declined from 1960 to 1970 (9.4 percent to 5.1 percent), this proportion is significantly above the United States average of 3.5 percent. Like agriculture, mining has traditionally been an important Oklahoma industry. Again, despite a decline in the relative share of Oklahoma's employment during the 1960's, the proportion of total employment in mining (3.3 percent) is significantly above the national average (0.8 percent).

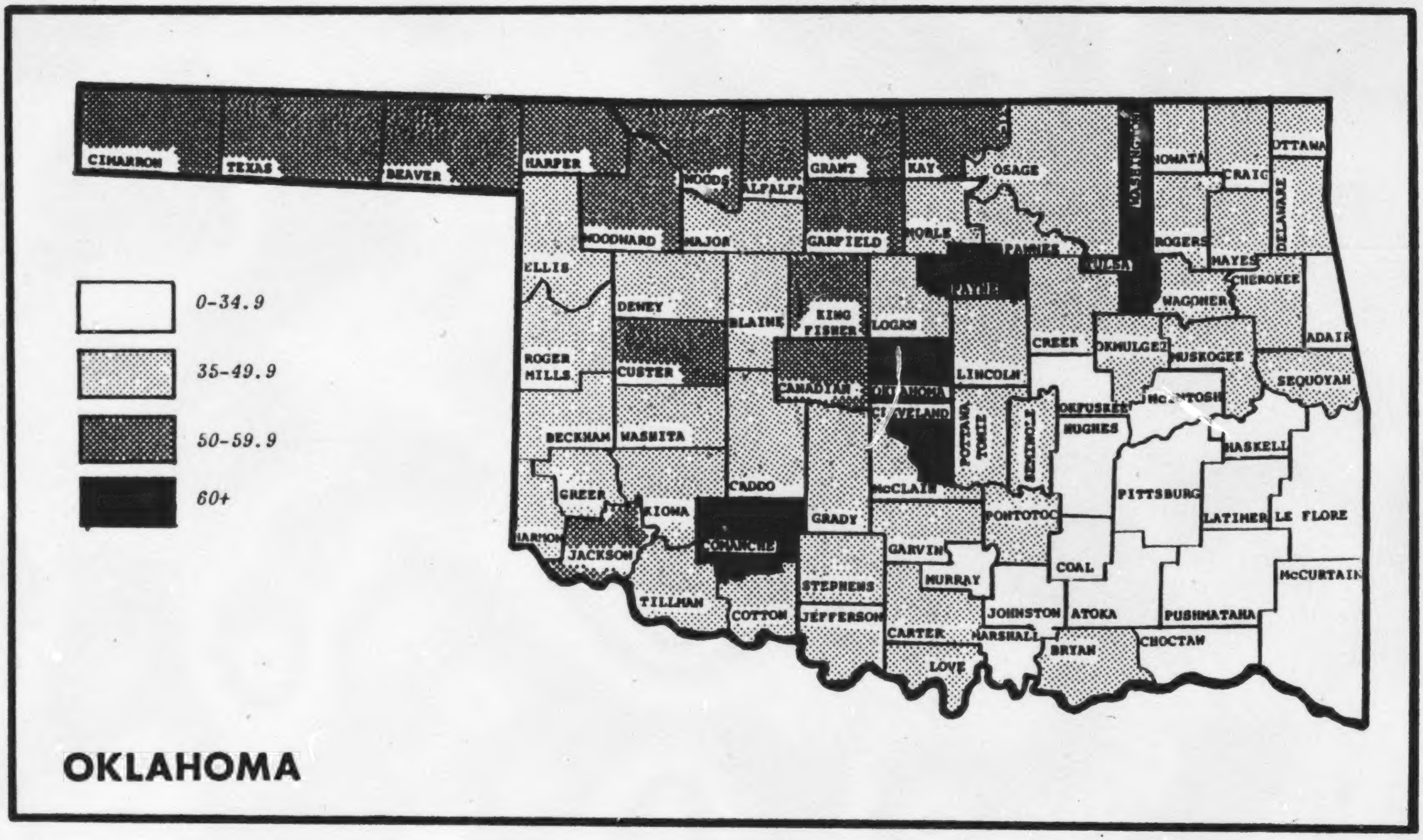

0-34.9
35-49.9
50-59.9
60+
OKLAHOMA
CIMARRON
TEXAS
BEAVER
HARPER
WOODS
ALFALFA
GRANT
KAY
OSAGE
WASHINGTON
NOWATA
CRAIG
OTTAWA
WOODWARD
MAJOR
GARFIELD
NOBLE
PAWNEE
TULSA
ROGERS
MAYES
DELAWARE
ELLIS
DEWEY
BLAINE
KING FISHER
LOGAN
PAYNE
CREEK
WAGONER
CHEROKEE
ADAIR
ROGER MILLS
CUSTER
CANADIAN
OKLAHOMA
LINCOLN
OKMULGEE
MUSKOGEE
SEQUOYAH
BECKHAM
WASHITA
CADDO
CLEVELAND
POTTAWATOMIE
SEMINOLE
OKFUSKEE
HUGHES
McINTOSH
HASKELL
GREER
KIOWA
HARMON
JACKSON
COMANCHE
GRADY
McCLAIN
PONTOTOC
PITTSBURG
LATIMER
LE FLORE
TILLMAN
COTTON
STEPHENS
GARVIN
MURRAY
COAL
JEFFERSON
CARTER
JOHNSTON
ATOKA
PUSHMATAHA
McCURTAIN
LOVE
MARSHALL
BRYAN
CHOCTAW

FIGURE 5. PERCENT HIGH SCHOOL GRADUATES, 1970

TABLE 1. PERCENT EMPLOYMENT BY INDUSTRY, 1960-1970

	OKLAHOMA		*UNITED STATES*	
	1960	*1970*	*1960*	*1970*
Agriculture, Forestry, and Fishing	9.4	5.1	6.7	3.5
Mining	4.5	3.3	1.0	0.8
Construction	7.2	6.4	5.9	5.5
Manufacturing	13.2	15.0	27.1	24.4
Durables	6.5	8.7	15.2	14.4
Nondurables	6.7	6.3	11.9	10.0
Transportation, Communication, Public Utilities	7.1	6.4	6.9	6.3
Trade	21.0	20.6	18.2	18.9
Finance, Insurance, Real Estate	3.7	4.3	4.2	4.7
Services	22.5	26.2	21.2	24.5
Public Administration	6.8	7.5	4.8	5.2
Not Reported	4.5	5.1	4.0	6.2

Source: Bureau of the Census, Census of Population 1970 - General Social and Economic Characteristics: U.S. Summary, Table 82; Oklahoma, Table 47.

The most significant difference in employment between the United States and Oklahoma is in manufacturing. In both 1960 and 1970, the proportion employed in manufacturing in Oklahoma (1960 - 13.2 percent, 1970 - 15.0 percent) was significantly below the national average (1960 - 27.1 percent, 1970 - 24.4 percent). However, it appears that Oklahoma is catching up with the United States. The proportion employed in manufacturing during the 1960's increased, while the proportion for the United States decreased. But even more important is the fact that this trend is due primarily to an increase in the relative share of employed persons in the manufacture of durables (1960 - 6.5, 1970 - 8.7). Since jobs in the durables sector are traditionally higher paying jobs, Oklahoma's position with respect to income should improve.

Except for the manufacturing sector, the trade sector is the only major industry that demonstrated a trend dissimilar to that of the United States as a whole. Between 1960-1970, the percent of employed persons in trade for Oklahoma declined slightly (1960 - 21.0, 1970 - 20.6) while the percent in trade for the U.S. increased slightly (1960 - 18.2, 1970 - 18.9). Otherwise, all other employment sectors seem to be following national trends. In general, as the percent employed in the manufacturing sector continues to increase in Oklahoma, the structure of employed persons is expected to be very similar to that of the Nation. Likewise, income levels should be comparable.

Employment by Occupation

Presented in Table 2 is the percent employed by occupation in 1960 and 1970 for Oklahoma and the United States. As Table 2 shows, trends in employment by occupation for Oklahoma, except for operatives (except transport) were very similar to those of the United States. Professional, technical, clerical, and service occupations all demonstrated increases for both Oklahoma and the United States. However, operatives (except transport) increased as a proportion of employed persons in Oklahoma, but declined for the United States as a whole. Other occupations all showed a decline in their relative share for both the United States and Oklahoma.

TABLE 2. PERCENT EMPLOYED BY OCCUPATION, 1960-1970

	OKLAHOMA		*UNITED STATES*	
	1960	*1970*	*1960*	*1970*
Professional, Technical	11.1	13.4	10.8	14.0
Managers	10.1	9.2	8.7	7.9
Clerical	13.4	16.1	14.1	16.9
Sales	7.5	6.9	7.2	6.8
Craftsmen and Foremen	13.9	13.4	13.8	12.9
Operatives (except transport)	9.2	10.1	13.6	12.7
Transport Operatives	4.1	3.7	3.9	3.6
Services	9.6	11.9	8.9	10.4
Private Household Workers	2.3	1.5	2.7	1.4
Farm Managers	6.5	3.1	3.9	1.7
Farm Laborers	2.5	1.4	2.3	1.2
Laborers	4.7	3.9	5.1	4.2
Not Reported	5.1	5.4	5.0	6.3

Source: Bureau of the Census, Census of Population 1970 - General Social and Economic Characteristics: United States Summary, Table 81; Oklahoma, Table 46.

In general, Oklahoma's economic structure is becoming more technological, industrial, and service oriented in character. As this occurs, technical, professional, and service occupational types will make up an even greater proportion of the employed population. As a result, Oklahoma's income level should rise commensurately.

Unemployment

Following is the percent of civilian labor force unemployed 1970-1977 for Oklahoma and the United States. As these figures show, Oklahoma has had consistently lower unemployment than the United States as a whole. Furthermore, except for 1972 when Oklahoma's unemployment rate increased and the Nation's decreased, Oklahoma's unemployment has tended to follow that of the Nation.

PERCENT OF CIVILIAN LABOR FORCE UNEMPLOYED

	OKLAHOMA	UNITED STATES
1971	3.7	5.9
1972	3.9	5.6
1973	3.0	4.9
1974	4.4	5.6
1975	7.2	8.5
1976	5.6	7.7
July, 1977	4.4	7.0

Historically, some counties have had more severe unemployment problems than others. As Figure 6 shows, counties located in the south and east portions of the State have had average unemployment rate for the period 1971-1975 that are significantly above the State average. Counties with exceptionally high average unemployment rates include:

Choctaw
McCurtain
Pushmataha
Atoka
Coal
Hughes
Okfuskee
Okmulgee
Latimer
LeFlore
Haskell
Sequoyah
Cherokee
Adair

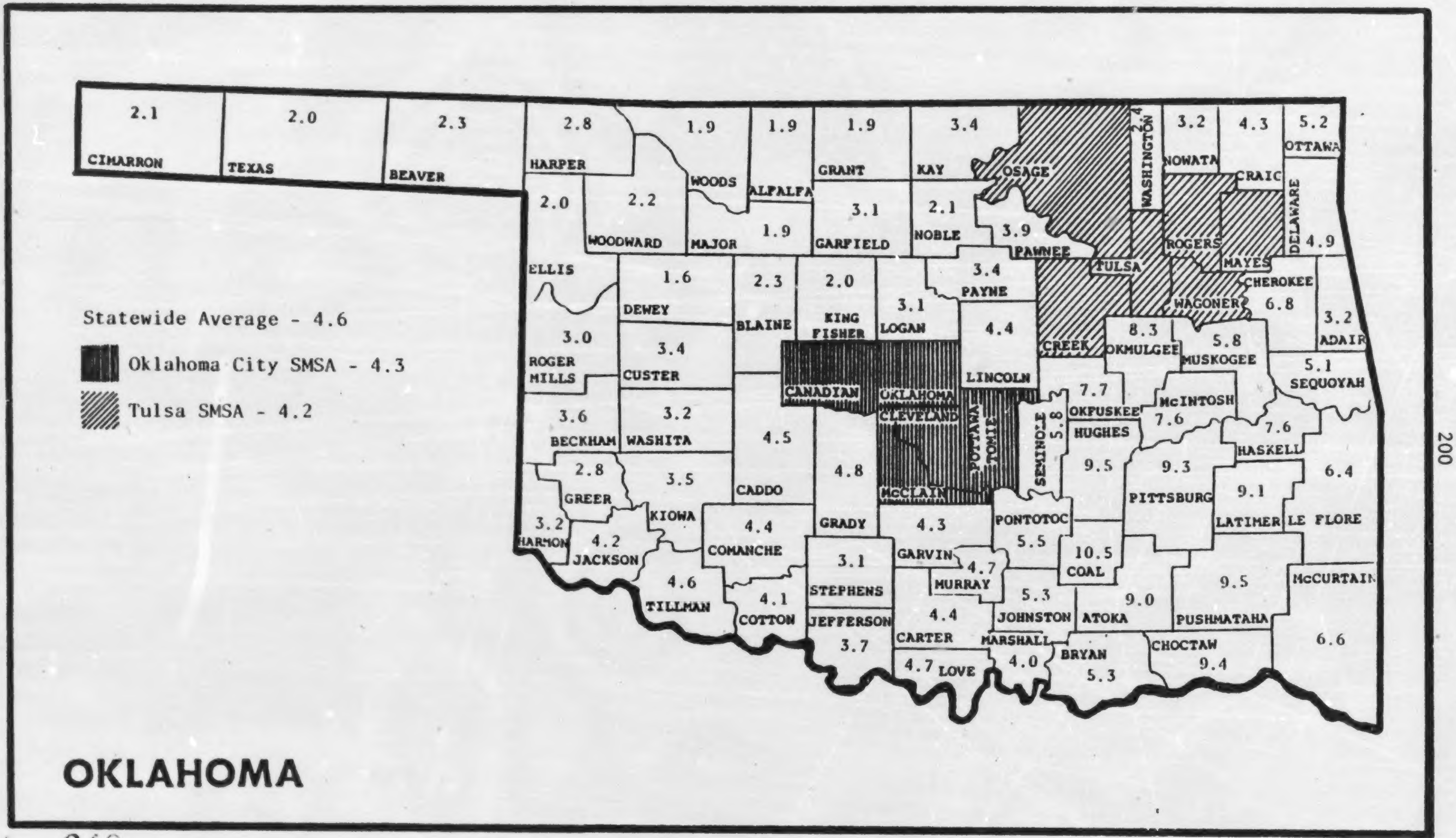

2.1
CIMARRON
2.0
TEXAS
2.3
BEAVER
2.8
HARPER
1.9
WOODS
1.9
ALFALFA
1.9
GRANT
3.4
KAY
OSAGE
2.4
WASHINGTON
3.2
NOWATA
4.3
CRAIG
5.2
OTTAWA
2.0
ELLIS
2.2
WOODWARD
1.9
MAJOR
3.1
GARFIELD
2.1
NOBLE
3.9
PAWNEE
TULSA
ROGERS
MAYES
DELAWARE
4.9
1.6
DEWEY
2.3
BLAINE
2.0
KING FISHER
3.1
LOGAN
3.4
PAYNE
CHEROKEE
6.8
Statewide Average - 4.6
Oklahoma City SMSA - 4.3
Tulsa SMSA - 4.2
3.0
ROGER MILLS
3.4
CUSTER
4.4
LINCOLN
CREEK
8.3
OKMULGEE
WAGONER
5.8
MUSKOGEE
3.2
ADAIR
5.1
SEQUOYAH
CANADIAN
OKLAHOMA
CLEVELAND
POTTAWA TOMIE
SEMINOLE
5.8
7.7
OKFUSKEE
McINTOSH
7.6
7.6
HASKELL
3.6
BECKHAM
3.2
WASHITA
4.5
CADDO
4.8
GRADY
McCLAIN
HUGHES
9.5
9.3
PITTSBURG
9.1
LATIMER
6.4
LE FLORE
2.8
GREER
3.5
KIOWA
3.2
HARMON
4.2
JACKSON
4.4
COMANCHE
4.3
GARVIN
PONTOTOC
5.5
10.5
COAL
4.6
TILLMAN
3.1
STEPHENS
4.7
MURRAY
4.1
COTTON
JEFFERSON
3.7
4.4
CARTER
5.3
JOHNSTON
9.0
ATOKA
9.5
PUSHMATAHA
McCURTAIN
6.6
MARSHALL
4.0
4.7
LOVE
BRYAN
5.3
CHOCTAW
9.4
OKLAHOMA

FIGURE 6. AVERAGE UNEMPLOYMENT RATES BY COUNTY, 1971-1975

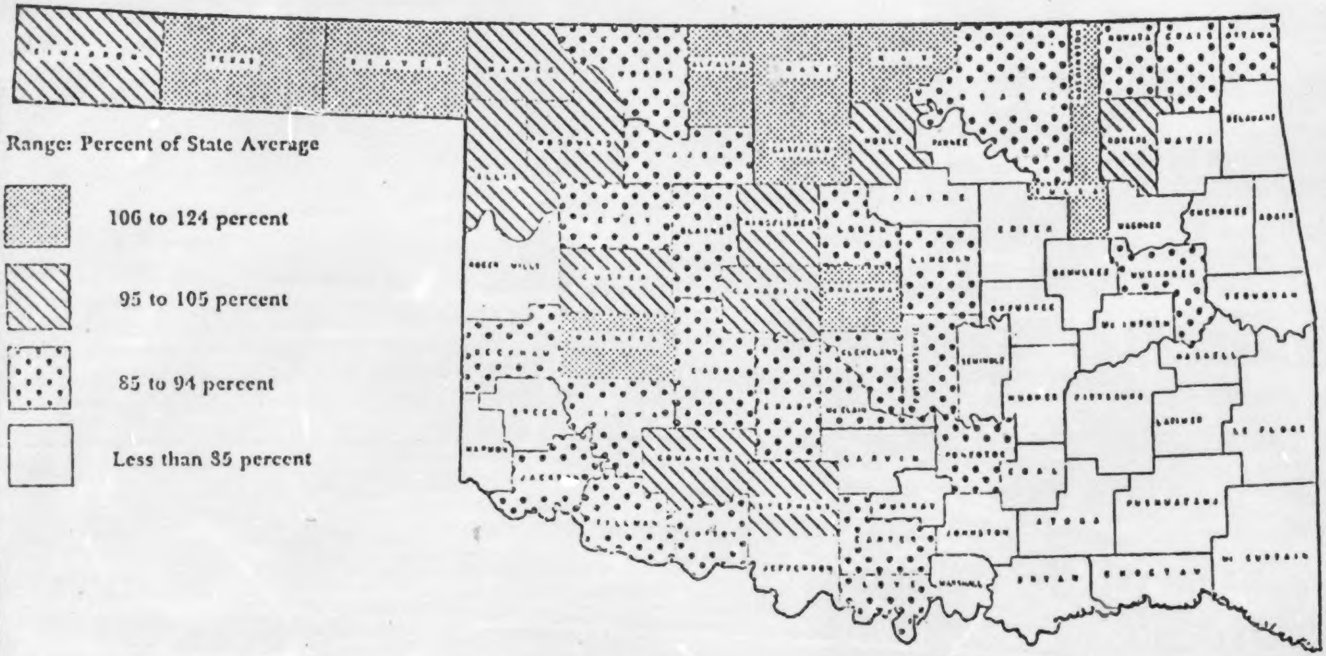

Range: Percent of State Average
106 to 124 percent
95 to 105 percent
85 to 94 percent
Less than 85 percent

FIGURE X

PER CAPITA INCOME BY COUNTY AS A PERCENT OF THE STATE AVERAGE PER CAPITA INCOME, 1969

Source: Lage, Gerald M., Ronald L. Moomaw and Larkin Warner. A Profile of Oklahoma, Economic Development, 1950-1975, Frontiers of Science Foundation of Oklahoma, Inc., Oklahoma City, Oklahoma, 1977.

Income

Historically, per capita income in Oklahoma has been significantly less than that of the Nation. In 1959 Oklahoma's per capita income was $1,613, as compared to $1,850 for the Nation. By 1969, Oklahoma's per capita income had fallen even further behind the national average. Between 1959 and 1969, Oklahoma's per capita income increased 67.0 percent to $2,694, while the Nation's per capita income increased 68.6 percent to $3,119.

However, per capita income estimates for 1976 indicate that the trend of the 1960's may have reversed itself. In 1976, Oklahoma's per capita income was estimated to be $5,657 — a 110 percent increase over 1969. Meanwhile, the Nation's per capita income was estimated to increase 106.5 percent for a 1976 figure of $6,441.

Figure 7 presents per capita income by county for 1974.

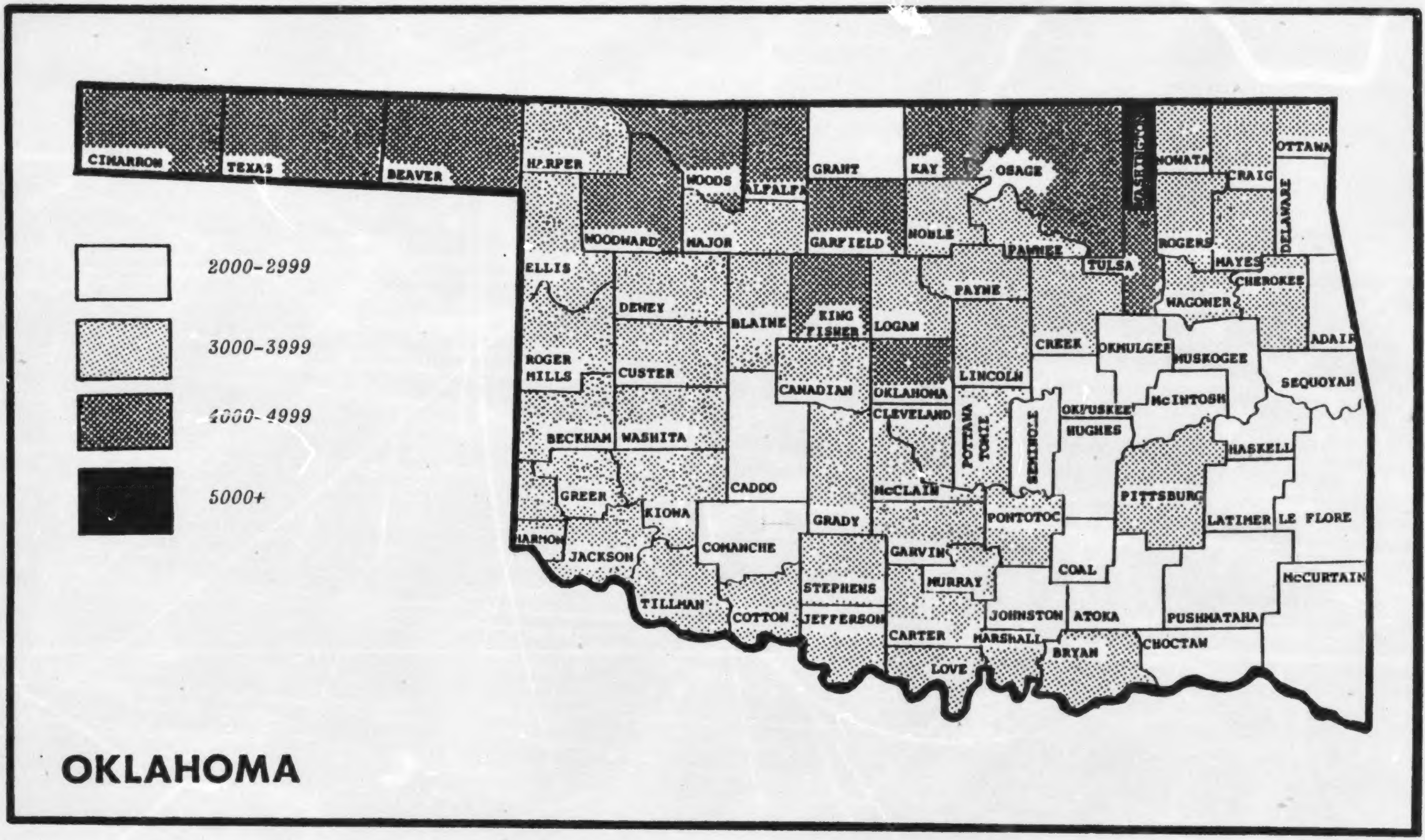

OKLAHOMA
2000-2999
3000-3999
4000-4999
5000+
CIMARRON
TEXAS
BEAVER
HARPER
WOODS
ALFALFA
GRANT
KAY
OSAGE
WASHINGTON
NOWATA
CRAIG
OTTAWA
WOODWARD
MAJOR
GARFIELD
NOBLE
PAWNEE
TULSA
ROGERS
MAYES
DELAWARE
ELLIS
DEWEY
BLAINE
KING FISHER
LOGAN
PAYNE
CREEK
WAGONER
CHEROKEE
ADAIR
ROGER MILLS
CUSTER
CANADIAN
OKLAHOMA
LINCOLN
OKMULGEE
MUSKOGEE
SEQUOYAH
BECKHAM
WASHITA
CADDO
CLEVELAND
POTTAWATOMIE
SEMINOLE
OKFUSKEE
McINTOSH
HUGHES
HASKELL
GREER
KIOWA
HARMON
JACKSON
COMANCHE
GRADY
McCLAIN
PONTOTOC
PITTSBURG
LATIMER
LE FLORE
TILLMAN
COTTON
STEPHENS
GARVIN
MURRAY
COAL
McCURTAIN
JEFFERSON
CARTER
JOHNSTON
ATOKA
PUSHMATAHA
LOVE
MARSHALL
BRYAN
CHOCTAW

FIGURE 7. PER CAPITA INCOME BY COUNTY, 1974

Principal Sources of Data

U.S. Department of Commerce, Bureau of the Census:

- Census of Population 1970 - General Population Characteristics
- Census of Population 1970 - Number of Inhabitants
- Census of Population 1970 - General Social and Economic Characteristics
- County and City Data Book, 1972
- Current Population Reports, Population Estimates and Projections, May, 1977.

Oklahoma Employment Security Commission:

- Oklahoma Population Projections, August, 1976.